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MISSION STATEMENT

Through prayer, service, and academic excellence, Saint Aloysius School forms, informs and transforms our school community.

In addition to our school mission, we will focus on the following goals:

- To acquire a Catholic Christian character by living out the tenets of our faith
- To develop responsibility, respect, integrity and refinement within the entire community of children, parents, and adults of Saint Aloysius School
- To foster a spirit of Christian service among all members of the Saint Aloysius School Community
- To focus on problem solving through experimentation within the disciplines of mathematics and science
- To develop appropriate writing skills in an on-going effort to strengthen communication proficiency

PHILOSOPHY

As a Catholic elementary school, Saint Aloysius creates a Christian environment through prayer, service and academic excellence. Based on the teachings of Christ and His Church, we are dedicated to form, inform and transform our school community.

We encourage our school and our parish families to unite in our mission to assist our children in their faith journey, to help them achieve a personal relationship with God, and to become active disciples by sharing the Good News contained in the Gospel.

Academically, we invite our students to become enthusiastic learners by immersing them in various styles of learning. Understanding that children bring their God-given talents to the classrooms, we pose the question “How are you smart?” not “How smart are you?” We achieve this by providing a curriculum that promotes hands-on experiences, creative and critical thinking skills, independent and cooperative learning.

Through a non-threatening environment, we strive to build a lifelong commitment to learning in an ever-changing society. In order to prepare them for situations outside of the classroom, the students will “learn how to learn” by practicing responsibility, respect and tolerance through their words and actions.

In cooperation of our effort, the administration, faculty and support staff of Saint Aloysius School believe in the unique intelligence of every child. Recognizing we are all learners on a lifelong journey, we commit ourselves to the growth, success, and Christian happiness of all whose lives we touch.

ACADEMIC REQUIREMENTS

Each student's progress and effort is unique to the individual. Students completing a grade's work to the extent of their ability are to be promoted to the next grade level. When it becomes evident that it is necessary for a student to repeat the grade, parents will be notified by March. An approved summer school or tutor may be accepted in order that the student is prepared for the next grade level. Approval must be given by the principal.

All students in Grade Eight need to pass all major subjects in order to be eligible for graduation. Any student who is not promoted in either seventh or eighth grade may not repeat the year at Saint Aloysius School.

Assessments will be given periodically throughout the marking period at the teacher's discretion.

ADMISSIONS

In accepting students at Saint Aloysius School, State and Federal regulations are followed. Students are not discriminated against on the basis of race, sex, creed, color, religion, or national origin.

Saint Aloysius School gives preference in admission to students that are

1. siblings
2. parishioners of Saint Aloysius
3. parishioners of other parishes
4. non-catholics

Saint Aloysius Parishioners must be:

- Registered in parish
- Attend Sunday mass
- Use envelopes for at least one year

In admitting children to Pre-K, they must be four years old by October 1. Kindergarten children must be five by October 1. Children are considered for admission during the school year only if there is room in the grade.

At the time of registration, pupils must present:

- original certificate of birth
- original certificate of baptism
- current health and immunization record

Immunization records must be current and signed by a physician. All new students must also present a record of a physical examination by a doctor before acceptance can be completed.

Incoming Transfers: A child coming into the school must present the original birth and baptismal certificates, health records, and a transfer card from the previous school attended. All new students must also present evidence of successfully completing the grade in which they are currently enrolled before acceptance into the school. In the case of separation or divorce, the custodial parent must provide an official copy of the custody section of Separation/Divorce Decrees. There is a probationary period for all new students during the first two trimesters of their enrollment.

Outgoing Transfers: Parents of children who are leaving the school and transferring to another school should inform the Principal one week in advance so that transfer papers may be prepared. No records will be sent until a request form is received from the new school and all financial obligations are paid in full and cleared through the bank.

ARRIVAL AND DISMISSAL PROCEDURES

Kindergarten – Grade 8

Students report to school between 8:50 – 9:00 A.M. Upon entering the school, students are to go directly to their classrooms. Grades K-8 walkers enter through the glass doors between D wing and the gymnasium. When students are dropped off in the morning, parents are to use the drop off lane taking care not to tie up traffic on school

grounds or on the roads leading onto our grounds. In order to keep the flow of traffic moving, parents are asked to not get out of their vehicles. Parents are discouraged from walking their children to the school entrance as walking in the parking lot during drop off and dismissal times can be a safety hazard.

Pre –K

Full Day and AM Pre – K students arrive through the drop off zone off Bates Road. Doors open for Pre-K A.M. and Full day at 9:15 A.M.

Jackson Board of Education provides bus transportation for eligible K - 8 students. Bus authorizations and passes are handled by the local public school district in which the student resides and must be filled out each year before May 1.

Students may only ride the bus to which they are assigned.

Students are expected to conduct themselves properly while riding to and from school. Infractions of the Jackson Board of Education bus behavior code will be dealt with by the Assistant Principal upon written notification from the bus driver. This may lead to a student being suspended from riding the bus.

Changes in Dismissal - Early dismissals during the school day interfere with the instructional process and are discouraged. Doctor or other appointments should be scheduled outside school hours and on school holidays whenever possible.

In the event that it becomes necessary for a student to be dismissed earlier than scheduled, the procedure is as follows:

- Written request must be sent to school at least by that morning.
- When a parent “picks-up” a child, he/she must report to the school office.
- The “Student Release Book” must be signed by the parent/guardian whenever a student is released from the school prior to the regular dismissal.

Please avoid making dismissal changes after 3:00 as dismissal changes are announced at 3:00.

The school will not comply with a child’s statement regarding a change in dismissal. Whether a child will be picked up prior to dismissal or will not take the bus home on a particular day, a note must be sent to school.

ATTENDANCE

To receive the maximum benefit from classroom and instructional participation, it is important that a child report to school each day. Illness of the pupil, death in the family, and exceptional instances that affect the child are the only legitimate excuses for absence from school.

In the event of an absence please call the school Nurse’s Office by 9:00 A.M. stating your child’s name, grade and reason for absence. Whenever a child is absent, he/she must bring a written excuse signed and dated by the parent stating the reason for the absence.

After a three-day absence, a doctor’s note is required. The absent note must contain the child’s name, the date of absence, the reason for the absence and a parent signature.

When a child is absent from school he/she may not attend or participate in any after school activities.

Whenever possible, doctor and dentist appointments should be made after school.

Vacations during the school year are strongly discouraged. Schoolwork will not be given in advance for any student who will miss school for a vacation. Work missed during that time will be made up at the discretion of the teacher when the child returns.

In order to be eligible for a perfect attendance award at the end of the school year, students must be present in school each day school is in session. Perfect attendance constitutes full days of attendance (9:00 – 3:20). If a student is tardy, dismissed early, withdraws for a period of the day and returns, he/she will no longer be eligible for perfect attendance. The only exception would be for students participating in school sponsored functions, i.e. Goetz Bowl, classtrips. etc. Dismissals for school sponsored activities must follow the time frame approved by the Principal.

An accumulation of 20 days absent is considered very serious and often has detrimental implications on a child's scholastic and social progress. Retention may be considered when such an excess number of days are missed from school.

Students are to arrive at school by 9:00 A.M. Any child who arrives at school AFTER 9:00 A.M. is marked tardy. He/she must report to the office and obtain a slip permitting him/her to enter the class.

Students who arrive late due to either late bus pick-up or no bus pick-up are not considered tardy.

Excuses from physical education will be granted only upon a written statement from a parent/guardian. Excuses from physical education for a long term illness must have a written statement from the child's physician. In the event of an extended absence for illness is necessary, parents must contact the school for arrangements for necessary classwork, assignments, or home instruction.

BEFORE/ AFTER SCHOOL PROGRAM 732-370-1515 x 301

7:00 AM – 8:50 AM 3:25 PM – 6:00 PM

- Before Care begins at 7:00 AM and is available to students in Grades Pre-K through 8. Children should enter the building through the Before/After Care door by the drop off zone. This entrance is monitored continuously through our security system.
- Parents/Guardians may walk their children to this entrance anytime between 7:00 AM and 8:45 AM.
- If there is a delayed school opening due to weather conditions, there will be NO Before Care.
- After Care is available to Pre-K Full students from 3:00 – 6:00 P.M. and for students in Kindergarten through 8 from 3:25 – 6:00 P.M.
- On Early Dismissal days After Care runs from 1:25 to 6:00 PM.
- All children must be picked up by 6:00 PM. An additional fee for each child will be charged at \$10 per one-half hour if child is not picked up by 6 PM.

When picking up your child in After Care, please enter the building through the Before/After Care door only. Parent/Guardian must sign a student out of After Care with the person in charge. Please have identification available as you may be asked to produce it when picking up a child. All adults authorized to pick up your child must be registered with the school.

All school policies regarding behavior apply to our Before and After Care programs. Students who repeatedly violate these policies will lose the privilege of participating in the programs.

Daily Fee Schedule

	<u>Before Care</u>	<u>After Care</u>
1 Child	\$6.50	\$12.50
2 or more children	\$10.00	\$20.00

For accounting purposes, payment by check is preferred.

If your child is registered for Before or After Care and is unable to attend due to illness or emergency school closings, a credit will be issued at the end of the month to be used the following months.

CREDITS WILL BE ISSUED FOR CHILD ABSENCES AND EMERGENCY CLOSINGS ONLY

CARE OF SCHOOL PROPERTY

Covers are required for all books and this includes workbooks. In addition, students are required to use school bags in order that books are protected en route to and from school. Parents are responsible for replacing any textbook destroyed or defaced by a student. If a book is lost, badly damaged or destroyed, the parents will be charged the total cost to replace the book. All text and workbooks, no matter the condition, remain property of the school.

Practical applied citizenship training is part of our educational program for all students and reasonable care of school buildings, furnishings, books, and instructional materials are emphasized. Parents are requested to render active support to this program. In this manner, operational and maintenance expenses can be held to a minimum.

Marking or in any way destroying school or bus property is inexcusable and subject to disciplinary action. Repair or replacement costs for the damaged property will be the responsibility of the parents.

CHANGE OF ADDRESS, E-MAIL OR PHONE

Written notification of a change in address, e-mail or telephone number is to be sent to the school office immediately when the change is made. This is necessary to keep our files as current as possible for emergencies.

COMMUNICATION

Mutual understanding between home and school plays an important role in the development of the child. The following points will help produce a harmonious relationship and a level of understanding that is essential.

- A weekly memo will be emailed home each week with the events of the week.
- When in doubt regarding some school regulation, please contact the school office to clarify your question.
- Faculty members will be happy to make arrangements for conference with any parent at a time that is convenient for both parties. Please contact the teacher by sending in a note or through our voice or e-mail system.
- Parents may not disturb a member of the teaching staff, or a student, before school or during the school day.
- Items that the children forget may be left at the office. When entering school, you are asked to come to the office only.
- Appointments with the Principal or the Assistant Principal may be made by calling the main office.

- You are encouraged to communicate with your child's teacher when and if difficulties arise, whether they be academic or disciplinary in nature.
- It is the policy of the school that teachers may not discuss students with other parents.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

CURRICULUM

Saint Aloysius School upholds high standards for student learning through a well- rounded, value enriched curriculum that is reflected in standardized test scores and high school placement. Diocesan, National, and NJ Core Curriculum Content Standards are achieved through the various academic programs offered. The standards are starting points to ensure our students receive an excellent education as well as provide a framework for instruction. Teachers are responsible to follow the scope and sequence of the curriculum and to ensure they meet the needs of every student. Teachers are also encouraged to integrate curriculum in order to maximize instructional time and facilitate the transfer of skills and understanding. Areas of study include the following: Religion, Integrated Language Arts, Math, Science, Physical Education/Health, Social Studies, Computers, World Language, Music and Art.

DISCIPLINE

The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual and of the Catholic school community as a whole so that student actions promote the Christian development of each member and thereby enhance the school community.

It is the responsibility of the school to help develop self-control. A sound policy of correction must be based on a clear understanding of motivation as well as a clear understanding of the nature of the child. Order is essential to the effective management of any school. It is maintained not only by a good teaching staff, efficient administration, and good educational programs, but also by the development of rational self-control in the child. To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when an individual's actions interfere with the right of teachers to teach and students to learn. Discipline plans are developed with the students and include the rules for the classroom and consequences when the rules are not followed. Emphasis will be placed on reinforcing positive behavior in the classroom. Students

Detention – A notice of detention will be sent home with students for parental signature prior to the detention being served. Detention slips must be signed and returned to the student's homeroom teacher to avoid further consequences.

Three detentions in any one marking period will be deemed as excessive and carry additional consequences and may result in school/community service.

Detention or community service may be assigned for the following reasons, although the list is not all-inclusive:

- Excessive tardiness to school or class
- Failure to complete classwork or homework
- Chewing gum
- Disrespect exhibited to other students, faculty, or school volunteers
- Violations of the current dress code
- Possession of unauthorized items
- Behavior which interrupts the educational process of others
- Miscellaneous offenses handled by the principal
- Violation of cell phone policy

Suspension or Expulsion - Situations will arise in which in/out of school suspension or expulsion may be merited. While it is not possible to enumerate all cases that could arise, the following are examples of student behavior that violate school policy whether they occur at school, or outside of school:

- Possession of and/or trafficking alcohol or other drugs
- Willful defiance of authority
- Possession of weapons, such as knives, guns, or look alikes
- Physical assault/fighting
- Extortion
- Arson
- Vandalism
- Theft
- Truancy
- Criminal activity
- Abusive/vulgar language
- Harassment
- Leaving school without permission
- Threatening bodily harm
- Bullying/cyberbullying
- Conduct, whether inside or outside the school, that is detrimental to the reputation of the school or unbecoming a student in a Catholic school

Bullying/Cyberbullying Policy - Saint Aloysius School subscribes to the Diocese of Trenton, Department of Catholic Schools, Policy #5050.6. This policy states, "A safe and civil environment is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying/cyberbullying (using technology to bully such as but not limited to: posting an inappropriate picture of a student on the Internet) and other violent behaviors will not be tolerated in a school environment. Any student who engages in this behavior may be asked to leave the school environment if this is seen to be in the best interest of the rest of the school community. Bullying includes but is not limited to: threatening physical harm, verbal abuse, intimidation, cyberbullying, etc."

Rights of Principal - The principal reserves the right to determine the seriousness of student behavior. The principal will also determine if certain cases of misconduct require stronger measures or police notification. The principal may waive any disciplinary rule for just cause at her discretion.

The following procedures will be implemented in cases of out-of-school suspension or expulsion:

1. The student will be given oral and written notice of the charges against him/her.
2. A disclosure of the evidence the authorities have in their possession
3. An opportunity for the student to present his/her side of the story to school administration
4. Parents of the student will be notified as soon as possible.

In the case of expulsion, the student will be given a choice of a private administrative hearing or one before an independent tribunal. The student will also be reminded of his/her right to withdraw from school before the beginning of any formal action. A record of the hearing will be kept by the school. When an action by a student appears to constitute a potential case for expulsion, the principal will notify the superintendent of Catholic Schools. The school will follow the guidelines issued by the Department of Catholic Education, Diocese of Trenton.

DRESS CODE

When you choose to send your children to Saint Aloysius School, you accept the fact that they are required to wear a prescribed uniform each school day of the year unless given other directives.

Due to weather issues, the dates for switching over from winter uniform to warm weather (summer) uniform will be announced through the Principal's weekly communication memo. The school uniform is as follows:

PRE-K (Boys' & Girls')

- Navy blue sweatshirt and matching sweatpants
- Plain white crew socks (no "no show" socks) and white or black athletic footwear - at no time are 'roller sneakers' or 'skate sneakers' allowed in school

Warm Weather

- Navy blue T-shirt with matching knit shorts
- Plain white crew socks (no "no show" socks) and white or black athletic footwear - at no time are 'roller sneakers' or 'skate sneakers' allowed in school

GIRLS' K- 4 Standard

Approximately Mid – October to Mid –April

(* indicates items that must be purchased through Flynn & O'Hara Uniform Company)

- Plaid tunic jumper*
- White short/ long sleeve blouse with Peter Pan collar*
- Red, white or navy knee socks or tights
- Black, brown or navy blue tied oxfords, rubber soled shoes secured to the foot with buckles or straps, saddle shoes. At no time are 'roller sneakers' or 'skate sneakers' allowed in school

Grades 5-8 Standard

Approximately Mid- October to Mid-April

- Plaid skirt or kilt*
- White short/long sleeved button down oxford shirt or white short/long sleeve knit shirt*
- V- neck sweater vest/ long sleeve pullover sweater*
- Red, white or navy knee socks or tights
- Black, brown or navy blue tied oxfords or loafers, rubber soled shoes secured to the foot with buckles or straps, saddle shoes. At no time are 'roller sneakers' or 'skate sneakers' allowed in school. Due to safety issues, heel or platform footwear is not acceptable for school wear. Shoe heels may not exceed one (1) inch.

Winter Options (Dec. 1 – Mar. 31)

- Navy blue pants, white turtleneck or standard shirt
- Pants are always worn with vest*, long sleeve pullover* or cardigan*.
- Navy blue fleece uniform pullover* may be worn over the uniform year round by all students.

GIRLS' Grades K-8 Warm Weather Uniform (optional)

- Navy blue shorts with blue / black belt or skort*
- Red or white short sleeve knit shirt*
- Red, white or navy cuffed, knee or crew socks
- Socks must be high enough to cover the ankle bone (no “no show” socks)
- White or black sneakers may be worn with shorts only or standard uniform shoe. At no time are ‘roller sneakers’ or ‘skate sneakers’ allowed in school.

GIRLS' GYM UNIFORMS Grades K-8 Standard

Approximately Mid- October – Mid- April

- Navy blue or heather gray sweatshirt and matching sweatpants
- Plain white crew socks (no “no show” socks) and white or black athletic footwear. At no time are ‘roller sneakers’ or ‘skate sneakers’ allowed in school.

Warm Weather

- Navy blue or heather gray T-shirt with matching knit shorts
- Plain white crew socks (no “no show” socks) and white or black athletic footwear. At no time are ‘roller sneakers’ or ‘skate sneakers’ allowed in school

For safety concerns, NO JEWELRY is to be worn on gym days. Staff members will not be responsible for ‘holding’ jewelry during gym time.

BOYS' Grades K-8 Standard

Approximately Mid-October – Mid-April

- Grades K-6 Navy blue twill pants with blue or black belt
- Grades 7-8 Navy blue classic poly/cotton trousers with blue/black belt
- White short or long sleeve knit shirt*
- V-neck sweater vest*
- White, navy or black crew socks - socks must cover ankle bone (no “no show” socks)
- Black, dark brown or navy tied oxford shoes
- Gr. 5-8 may also wear loafers in black, dark brown or navy. At no time are ‘roller sneakers’ or ‘skate sneakers’ allowed in school

BOYS' Grades K- 8 Warm Weather (optional)

- Navy blue shorts or pants with blue or black belt

- White or red short sleeve knit shirt*
- White, navy or black crew socks
- Socks must cover the ankle bone (no “no show” socks)
- White or black sneakers may be worn with shorts only or standard uniform shoe. At no time are ‘roller sneakers’ or ‘skate sneakers’ allowed in school
- Navy blue fleece uniform pullover* may be worn over the uniform year round by all students.

BOYS’ GYM UNIFORMS Grades K-8 Standard

Approximately Mid- October – Mid- April

- Navy blue or heather gray sweatshirt and matching sweatpants
- Plain white crew socks and white or black athletic footwear. At no time are ‘roller sneakers’ or ‘skate sneakers’ allowed in school.

Warm Weather

- Navy blue or heather gray T-shirt with matching knit shorts
- Plain white crew socks and white or black athletic footwear - at no time are ‘roller sneakers’ or ‘skate sneakers’ allowed in school

For safety concerns, NO JEWELRY is to be worn on gym days. Faculty/staff members will not be responsible for ‘holding’ jewelry during gym time.

FLYNN & O’HARA - 2145 Route 35, Holmdel, NJ 07733 (732) 888-3885 is the official uniform company of St. Aloysius School. You may order uniforms by calling 1-800-441-4122 or online at www.flynnohara.com

Purchase Options for Gym Uniforms Only

Through the official uniform company, FLYNN & O’HARA. (Only available in blue)

Other store purchases NO LOGOS ARE PERMITTED ON GYM UNIFORM OTHER THAN THE ST. ALOYSIUS SCHOOL LOGO.

OTHER UNIFORM and GENERAL APPEARANCE REMINDERS

- Hair should be appropriately styled and cut. Bleached, dyed or spiked hair is unacceptable.
- BOYS: hair should not exceed shirt collar or cover the eyebrows
- ALL STUDENTS are expected to have hair pushed back from their eyes/face
- Colored nail polish, acrylic nails or tips, make up and tattoos are not permitted. Students will be sent to the Assistant Principal to remove nail polish, make up etc. Multiple offenses will result in loss of privileges, detention and/or suspension.
- Only girls are permitted to wear earrings, one pair at a time. For safety concerns, long dangling earrings or fad style earrings are not permitted. Hoop earrings may not be larger than a dime. Any student wearing inappropriate earrings will be asked to remove them.
- Other forms of jewelry are a distraction. Besides a watch, simple cross or saint’s medal, no other jewelry is permitted.
- Skirts, kilts, jumpers and shorts are to be worn at a modest length (to the knee). Young ladies should be mindful of their body “type” and should dress accordingly. Skirts should never be “rolled” and particular attention should be paid to the length of the skirt when sitting or bending.
- Trousers and shorts are to be worn at the waist.

- All shoes should be rubber soled. Sandals and open toed or open backed shoes, platforms, patent leather and pumps may not be worn - at no time are 'roller sneakers' or 'skate sneakers' allowed in school
- Socks or tights are always a must. Socks must cover the ankle bone (no "no show" socks).
- In wintertime, boots may not be worn all day. When boots are worn, a change of shoes should be sent.
- Colognes and perfume are not appropriate for the elementary school student. They can induce allergy flare-ups and cause general distraction. Please refrain from the use of colognes and perfumes (excluding deodorant).
- Label all student's belongings with the student's name.

If for some reason a student is unable to conform with the dress code on any given day, he or she should bring a note from a parent explaining the difficulty. Any student who continually fails to comply with the dress code will be referred to the Principal or Assistant Principal by his/her homeroom teacher for willful disobedience which may result in detention or suspension.

When the privilege is given to the students for a dress down or out-of-uniform day, it is expected that the students dress in a manner reflective of the Catholic values of modesty. There will be no bare backs or bare midriffs. Students are not permitted to wear any clothing that is see-through, excessively tight, short, or underclothing as an outer garment. All shorts and skirts must be knee-length. Any student inappropriately dressed will be asked to call their parent to bring a change of clothing for them.

These rules of modesty in dress also apply to special school functions day and evening, when uniforms are not required.

At no time are 'roller sneakers' or 'skate sneakers' allowed in school.

The school has a Uniform Exchange Program where parents are able to turn in used uniforms in exchange for one that fits their child. Announcements will be made as to the dates and times of the exchange.

EARLY DISMISSAL DAYS

Early dismissal days for faculty meetings and before holidays are indicated on the school calendar. Students in grades K - 8 will be dismissed on these days at 1:20 PM, AM Pre-K at 11:30 and Full day Pre-K will be dismissed at 1:10 PM.

ELECTRONIC DEVICES

The students are permitted to have music and MP3/iPod players for Before and After Care, and bus rides. In addition teachers may permit use in their class however students are expected to follow the rules of each teacher. Any student found to have music considered offensive will have it confiscated. The student will then lose the privilege of using audio devices in school.

Any electronic device with the capability of sending wireless messages to other devices (i.e. Nintendo DS) are prohibited in school. Handheld gaming devices, toys or other items brought to school by the students which cause a distraction may be confiscated by school staff. Such items may be claimed at the end of the school year.

Toys or other items used on the school bus by the students which cause a distraction may be barred by the busdriver.

Saint Aloysius School bears no responsibility in the loss of any electronic/digital items brought to school.

EMERGENCY CLOSINGS

During weather emergencies Saint Aloysius School follows the Jackson Township School District in decisions to close school or delay opening. If Jackson Public Schools are closed due to inclement weather, Saint Aloysius School will be closed.

Parents will be notified of closures or delayed openings via Blackboard Connect, which sends voicemail and email to the phone numbers and addresses provided by parents/guardians.

There is NO BeforeCare or AM Pre-K when there is a delayed opening. In the event that school is in session and an emergency closing is necessary the parents will be notified via Blackboard Connect.

Parents must always be prepared for such emergencies with a procedure for their child to follow, who to contact, and where to go if they are dismissed early.

Please notify the school office of any changes to your phone number, email or emergency contacts.

EXTRA-CURRICULAR ACTIVITIES

Saint Aloysius School offers several activities in which the students may participate if they meet the academic and physical requirements. The school does not intend to place total emphasis on these activities, and parents are asked to follow the same practice. However, for a well-rounded education, Saint Aloysius School offers a balance between academic studies and extra-curricular activities in order for students to develop intellectually, morally, emotionally, physically and culturally. Parental permission is required for students who participate in these programs.

A student who participates in any school-sponsored activity must maintain satisfactory conduct and passing grades in all subject areas. Students who fail to meet this requirement may not participate in the activity for a designated period of time. Students who participate in sports activities must have a yearly physical examination by a physician on file. Students who are absent from school may not participate or be present at any activity after school or be present on school property.

FIELD TRIPS

Periodically, students are taken on field trips as a part of their educational program. These trips are considered a privilege and a student may be denied participation if he/she fails to meet the academic or behavioral requirements. Such trips are made only with the written permission of the parent. When such trips are being planned, permission slips will be sent home to be signed and returned to school. Forms, other than the school form, will not be accepted. Any student who fails to submit the proper form signed will not be allowed to participate. Telephone calls will not be accepted in lieu of the proper form being completed. A parent has the right to refuse to allow their child to participate in the field trip. Any student who does not participate in the field trip and does not report to school will be counted as absent. All trips are supervised by the classroom teacher and other adults. The school is not liable for any accidents which may occur during the class trip. Parents may not take students home early from a class trip

FIRE/EMERGENCY DRILLS

In compliance with New Jersey State Law, fire and emergency (ex. evacuation, lockdown) drills are held monthly throughout the school year. Students are trained to move quickly and quietly to their designated locations. Fire equipment is inspected in accordance with state law requirements.

FINANCIAL COMMITMENTS

The non-payment of tuition is a great concern to Saint Aloysius School. We depend on the commitment of families to make Catholic education a financial priority. Saint Aloysius relies on timely tuition payments to operate an excellent spiritual and educational program for the students. When tuition payment becomes delinquent, it is a serious matter.

The policies for delinquent tuition are as follows:

A \$35 late fee will be charged if a payment is not received by the due date.

- If an account is delinquent at the end of a trimester, Saint Aloysius reserves the right to hold a student’s report card until all past due balances are paid.
- If an account reaches 60 days past due, the student will not be allowed to participate in any extracurricular activities (class trips, dances, athletic programs, etc.).
- If an account reaches 90 days past due, the family will have to make other arrangements for the student’s education.
- No student will be permitted to start a new school year with any outstanding balance from the previous year or a past due payment from the current year (July, August).
- Eighth grade students with outstanding balances will not be allowed to participate in graduation ceremonies and records may not be transferred.
- Delinquent accounts of non-returning students may be assigned to a collection agency.

Saint Aloysius recognizes that there may be exceptional cases of families that experience temporary financial difficulty due to the loss of employment, illness, or other factors beyond their control. In these cases, it is the responsibility of the family to communicate the specific circumstances to the school bookkeeper. All financial matters will be treated with the utmost confidentiality. Exceptions to this policy may only be granted by the approval the Pastor.

TUITION & FEES 2016 - 2017

PARISHIONER*

NON - PARISHIONER*

	Tuition	Fees**	Total	Monthly (based on 11 payments)		Tuition	Fees**	Total	Monthly (based on 11 payments)
Pre-K Full 5 Days	\$5,775	\$150	\$5,925	\$539	Pre-K Full 5 Days	\$6,475	\$150	\$6,625	\$602
Pre-K Half 5 Days	\$4,350	\$150	\$4,500	\$409	Pre-K Half 5 Days	\$5,050	\$150	\$5,200	\$473
Pre-K Full 3 Days	\$3,485	\$150	\$3,635	\$331	Pre-K Full 3 Days	\$3,905	\$150	\$4,055	\$369
Pre-K Full 2 Days	\$2,340	\$150	\$2,490	\$226	Pre-K Full 2 Days	\$2,620	\$150	\$2,770	\$252
Grades K – 8	\$4,100	\$150	\$4,250	\$386	Grades K – 8	\$4,600	\$150	\$4,750	\$432

Three students Pre-K through 8th grade - \$100 discount

*Parishioner Tuition is assigned to those members of Saint Aloysius church who are registered for at least one year and who attend Mass on a consistent basis. Attendance is tracked through the use of Parish envelopes. Parishioner status will be reevaluated each year.

**General School Fees: Textbooks & Supplementary Supplies, Technology & Nursing Services

FACTS Tuition Service

[1 payment]	Due in July	NO FEE per account
[2 payments]	Due in July & November	\$20 fee per account
[11 payments]	Due monthly July through May	\$45 fee per account

FOOD

Saint Aloysius School is committed to:

- Providing students with healthy and nutritious foods;
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
- Supporting healthy eating through nutrition education;
- Encouraging students to select and consume all components of the school meal;
- Providing students with the opportunity to engage in daily physical activity.

As of September 2007, in compliance with the New Jersey Department of Agriculture's Model School Nutrition Policy (N.J.A.C. 2:36-1.7(b)), Saint Aloysius School is committed to providing healthy and nutritious foods to our students.

When sending in snacks for celebrations such as birthdays & holidays please only provide items from the list below:

Animal Crackers	Graham Crackers (plain)	Fresh Fruit	Fresh Veggies
Pretzels	Goldfish Crackers	Cheese & Crackers	Popcorn (unbuttered/unflavored)

Please do not send in beverages for classroom celebrations unless the teacher specifically requests. Beverages must be either water or 100% fruit juice.

Please make sure to check with your child's teacher to find out if any students have allergies to certain foods. Also, due to the high frequency of nut allergies, please avoid nuts as an ingredient or as a cooking product (i.e. peanut oil).

Items sent to school that do not meet the requirements will not be distributed to the students.

HEALTH/MEDICATION

A registered nurse is on staff during regular school hours.

Screening is done in several areas for various grades. Parents will be notified if any problems are detected.

According to State Law, no child is permitted to enter or attend school unless he/she has been fully immunized and the completed records are on file in the School Office.

IN ORDER TO INSURE THE SAFETY AND WELL-BEING OF OUR STUDENTS, if a child is going to be out of school a call to the Nurse's Office giving the reason would be appreciated.

If your child is ill with a communicable disease, please notify the nurse immediately. If a child has a fever, vomited the night before, or coughed most of the night, the Health Office recommends that parents keep their child home to rest.

Periods of Incubation (Time between exposure to disease and when the child becomes ill)

Chicken Pox	12-21 days
Strep Throat	2-7 days
Scarlet Fever	2-7 days

Chicken Pox	Child Remains at Home for 6 days after first vesicle appears, when scabs are dry In order to return to school PARENT MUST BRING CHILD TO NURSE BEFORE BEING SENT TO CLASS.
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Conjunctivitis (Pink eye)	Child Remains at Home for 24 hours after the start of medication. In order to return to school the parent must bring an M.D. note to the school nurse.
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Impetigo	Child Remains at Home for 24 hours after the start of medication. Area must be dry and kept covered.
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Ringworm Scabies	In order to return to school the parent must bring an M.D. note to the school nurse.
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Lice	Child Remains at Home until free of all lice/nits. DO NOT SEND CHILD ON BUS. In order to return to school PARENT MUST BRING CHILD TO NURSE BEFORE BEING SENT TO CLASS.
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Strep Throat Scarlet Fever	Child Remains at Home until recovered / must be on medication 24 hours and fever free for 24 hours. In order to return to school the parent must bring an M.D. note to the school nurse.
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Fifths Disease	Child Remains at Home 2 days. In order to return to school the parent must bring an M.D. note to the school nurse.
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Fevers	Child Remains at Home until he/she has a normal temperature for 24 hours.
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School regulations do not allow the nurse to dispense medication, including over-the-counter medication without a doctor's written order. No child will be allowed to medicate him/herself during school hours. Parents are asked to make every effort to arrange medication schedules so they are not given during school hours. Should it become necessary to administer medication in school the following guidelines must be followed:

- Obtain medication form from the school nurse

- Child's doctor and parent/guardian must sign the form
- Parent/Guardian must bring the medication to school in the original container.

A child may not be excused from gym without a doctor's note stating the reason and the dates to be excused. If a parent makes a request in writing, the school nurse will make the final determination regarding participation.

Injuries that occur at home should also be treated at home. The school nurse does not diagnose or treat injuries that occur outside of the school. In the event of illness or an accident occurring at school, a parent or designated person will be called to take the child home. Emergency forms should be kept up-to-date with phone numbers or any information changes.

HOMEWORK

Home practice is an important factor in a successful education. It is the student's responsibility and should be submitted on time. All students are given sufficient time to write down assignments. Parents are asked to check assignment books and sheets daily. As neat penmanship is stressed in school, it is carried over to home practice.

Home practice is given Monday-Thursday up to Grade 5. Grades 6, 7, & 8 may also receive homework on Fridays. This includes written and study assignments. From time to time long term projects are given. It is our hope that all students, particularly those in the middle school grades learn to manage their time wisely.

The average time for home practice will vary according to the grade level, ability and organizational skills of the student.

Study is a component of home practice. Tests and quizzes are often given upon completion of lessons or units. Tests missed due to absence will be administered on the day the student returns to school.

INSURANCE

The School provides School Accident insurance for all students during school hours and while participating in school-sponsored activities. This insurance is not a primary plan but can be used in conjunction with your Family Health Plan.

LOST AND FOUND

Articles which have been found, other than textbooks and library books, should be taken to the office. Lost articles can be claimed by proper identification. It is a good idea to clearly mark items with the owner's name so they can be returned without delay. This also discourages unauthorized borrowing. The school is not responsible for any items that are lost or stolen.

LUNCHROOM

The lunch program for students in Pre-K Full through Grade 8 is serviced by the Maschio's Food Services Inc. A monthly menu is posted on the school website.

To purchase a lunch card, an envelope should be sent in to school marked with the child's name, grade, and amount to the attention of Maschio's Food Services. All lunch cards remain in school. A note will be sent home letting parents know when the card is almost finished.

Children who do not purchase school lunches should bring their own in a lunch box/bag. For safety reasons, please do not send in lunches containing cans or bottles or anything that would require heating. Parents are asked not to bring in fast food lunches (Burger King, McDonald's). No food may be consumed outside at recess.

All items served at Saint Aloysius School during school hours shall meet the standards as outlined within the U.S. Department of Agriculture Child Nutrition Program regulations.

PARENTS' RIGHT TO REVIEW SCHOOL RECORDS

Parents may have access to review their child/ren's records. This request must be made in writing to the Principal and the school will respond to the request within twenty-four hours. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child(ren). If there is a Court Order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the Court Order.

PARENT ORGANIZATIONS

P.T.A.

The education of the child involves a cooperative enterprise between home and school. Parents are urged to contribute suggestions and viewpoints concerning the educational needs of their child. The most efficient means to carry out this privilege is to become an active member of the PTA. The objectives of this organization are as follows:

- To help parents and teachers develop a mutual understanding and appreciation of the ideals of Catholic education; namely, message, community, service and worship.
- To provide programs, opportunities, and funds which will:
- Assist the children to develop a personal and community lifestyle grounded on Catholic teaching and Gospel values.
- Foster the religious, intellectual, physical, cultural and Social development of each child.
- Enhance the ability of parents to participate actively and effectively in their child's education.

The goal of the PTA is to respect and foster the established policies and practices as set forth by the Bishop, the Office of Catholic Education, the Pastor and the Principal. The PTA belongs to the Regional and Diocesan PTA. Membership shall be open to all parents and guardians of students, the administration and the faculty.

PICTURES

School pictures are taken yearly. The dates when pictures will be taken will be announced at the beginning of the school year. The purchase of these pictures is optional. The school reserves the right to use student pictures in publications such as school website, local newspapers and other social media. Any parent who does not wish his/her child's picture used must notify the Principal in writing prior to the beginning of the school year.

RELIGIOUS EXERCISES

The development of each child's faith life is fostered through times of prayer, participation in religious celebrations, liturgy, services and the study of the scriptures, thereby providing a Christian foundation and allowing a climate of faith to mature. Children are encouraged to develop a daily prayer life, to receive the Sacraments on an

on-going basis, and to perform acts of Christian service. Non-Catholic students are expected to participate in all religious activities except the Sacramental Life of the Catholic Church.

Children in Grade 2 will be prepared to receive the Sacraments of Penance and Eucharist. Students in Grade 8 will be prepared to receive the Sacrament of Confirmation in their 9th grade year.

As a total school body, students and faculty participate in the Liturgy and prayer services on the following days:

Opening week of school	First Fridays of the month	Thanksgiving Liturgy	Christmas	Catholic Schools Week
Ash Wednesday	Lent/Easter	May Crowning	Last day of school	Holy Days of Obligation

FAMILY AND FRIENDS ARE ALWAYS WELCOME TO JOIN US FOR THESE CELEBRATIONS!

REPORT CARDS, PROGRESS REPORTS, & HONOR ROLL

Report cards and progress reports reflect the quality of home practice, class work, class participation, projects, and test grades.

Report Cards and progress reports are distributed on a trimester basis for all Grades K – 8. Pre-K does not receive a formal report card the first trimester. Pre-K conferences take place in January. Teacher or parent can schedule individual conferences at any time during the school year. It is beneficial in the upper grades to have the student present at conferences.

REPORT CARD MARKING CODE

KINDERGARTEN

Based on performance indicators

N – Not yet evident	E – Emerging
D – Developing	P – Proficient

FOR GRADES 1 – 2

O - Progress is outstanding	S - Progress is Satisfactory
G - Progress is Good	N - Progress is Needed

FOR GRADES 3-5

A	93 –100	Outstanding
B	85 – 92	Very Good
C	76 – 84	Satisfactory
D	70 – 75	Needs Improvement
F	69 and below	Not meeting curriculum expectations

FOR GRADES 6-8

Percentage Grades are given. Passing grade is 70%.

F – 69% or below- Not meeting curriculum expectations

Through the school atmosphere and educational process, students of Saint Aloysius School are taught to reach their highest potential. Students are encouraged to accept themselves as they are and to recognize their individual differences and uniqueness. Students are expected to assume responsibility for their work and their actions. In addition to our academic honors, students are eligible to receive a Personal Development Honor based on their personal/social development.

HONOR ROLL

PERSONAL DEVELOPMENT HONOR ROLL (for grades 3 thru 8)

Recognizes positive growth personal/social development

- Student must demonstrate a positive and productive attitude towards himself/herself and others.
- Student must demonstrate respect, courtesy, and cooperation with his/her classmates, teachers, and administrators.
- Student must demonstrate a motivation for personal/social development during the marking period.
- Student must demonstrate effort to the best of his/her ability.
- Student must be satisfactory in all areas of Personal/Social Development on the report card. No (✓) in any area.
- Student must exhibit satisfactory school conduct.
- The Principal/Assistant Principal reserves the right to approve these recommendations.

GRADES 3, 4 & 5 HONOR ROLL

GOLD ACADEMIC HONOR ROLL

Recognizes superior cognitive achievement

- Must maintain an “A” average in all major subject areas*
- No grade lower than a “3” on the rubric scale for cocurricular classes
- Must exhibit satisfactory school conduct

SILVER ACADEMIC HONOR ROLL

Recognizes outstanding cognitive achievement

- Must maintain an “A” average in three major subject areas and a “B” average in the two other major subject areas*
- No grade lower than a “3” on the rubric scale for cocurricular classes
- Must exhibit satisfactory school conduct

BRONZE ACADEMIC HONOR ROLL

Recognizes notable cognitive achievement

- Must have no grade lower than a “B” in all major subject areas*
- No grade lower than a “3” on the rubric scale for cocurricular classes
- Must exhibit satisfactory school conduct

*Major Subjects: Religion, Integrated Language Arts, Mathematics, Science, Social Studies

**Co-Curriculars: Technology, Art, Phys. Ed., Music, Spanish

GRADES 6, 7 & 8 HONOR ROLL

PRINCIPAL’S HONOR ROLL

- Must maintain a 97 or above average in all major subject areas
- No grade lower than a “3” on the rubric scale for cocurricular classes
- Must exhibit satisfactory school conduct

HONOR ROLL

- Must maintain a 90 or above average in all major subject areas
- No grade lower than a “3” on the rubric scale for cocurricular classes
- Must exhibit satisfactory school conduct

ROLE OF PARENTS

To assist Saint Aloysius School in maintaining good education, there must be effective communication between parents, students, teachers, and the administration. To help young people develop the self-control necessary to succeed to the best of their ability, parents are obligated to teach, and, by example, to develop in their children good habits of behavior as well as proper attitudes toward school. To help children in school, all parents should:

- Accept responsibility for their child/ren's Sunday Mass attendance; and live the Catholic values in the home. Parents who are Catholic must be practicing Catholics
- Realize that the children will come under the full authority of the staff while they are “at school” (this includes before and after school activities).
- Teach and explain to children respect for law, for authority, for the rights of others, and for private and public property.
- Talk with children about school programs and activities. Share an interest in pupil progress. Praise improvements demonstrated by the child on progress reports. Very often students who conduct themselves in a mature, responsible manner are not recognized for their appropriate behavior. We usually take good behavior for granted and focus on students who misbehave.
- Insist on prompt and regular school attendance and comply with attendance rules and procedures.
- Make every effort to attend individual and group parent-teacher conferences.
- Arrange a time and place for students to complete homework assignments.
- Work with the school in a cooperative effort to carry out recommendations made in the best interest of the children.

- Parents are asked to support any disciplinary measures set down so that the child sees the agreement between his/her parents and the school. If you are notified about your child’s misbehavior, it is expected that you support us at home and provide meaningful consequences for your child.
- Explain and periodically review the bus behavior code with the children.
- The Principal and/or Assistant Principal will be the final recourse in all disciplinary situations. All these efforts will help to create the ideal atmosphere for your children - a safe, orderly school in which your children can receive the type of education they deserve.

ROLE OF STUDENTS

As students, you attend school so that you develop your individual capabilities to their full potential. To accomplish this, each pupil at Saint Aloysius should:

- Make a sincere effort to do his or her best work.
- Develop personal standards of conduct that are reflected in socially approved behavior.
- Accept responsibility for his or her own actions. Respect the rights of others.
- Obey school rules and regulations -- those made by school authorities.
- Be regular and punctual in attending school and classes.
- Observe Dress Code, which includes neatness and cleanliness at all times.
- Girls' and boys' attire should be modest, in good taste, and appropriate for the classroom at all times.
- The same good taste observed during school hours should be carried over in personal life.
- Help maintain school property and keep the school free from damage and defacement.
- Recognize that the teacher takes the place of the parent in school.

SCHOOL HOURS

FULL DAY

Grades K - 8

8:50 Arrival
 9:00 Homeroom
 9:05 Morning Prayers
 3:15 Afternoon Prayers
 3:20 Dismissal

FULL DAY

Pre-K FULL

9:15 Arrival
 3:00 Dismissal
Pre-K AM
 9:15 Arrival
 11:45 Dismissal

EARLY DISMISSAL DAY

Grades K - 8

8:50 Arrival
 9:00 Homeroom
 9:05 Morning Prayers
 1:15 Afternoon Prayers
 1:20 Dismissal

EARLY DISMISSAL DAY

Pre-K FULL

9:15 Arrival
 1:10 Dismissal
Pre-K AM
 9:15 Arrival
 11:30 Dismissal

The school will not accept responsibility for students before 9:00 AM. Students may enter the building as they disembark from the bus. Students must leave the building by 3:30 PM. When waiting for activities (athletics, social, etc.), the students must be supervised by an authorized adult. Any student not picked up on time after dismissal will be placed in the After Care School Program. Students may not be in the building at any other time unless they are supervised by an authorized adult.

SCHOOL NEWS

Each week (Monday) information about school events, important dates and happenings, etc. will be sent home via email. Every effort will be made to have this to you at the beginning of the week. Please read what is sent home to you and check the school website for announcements and updates. Class papers, tests, quizzes, etc. are sent home on Wednesdays in a RED FOLDER. Please sign and return all papers sent home through the RED FOLDER.

SCHOOL YEARBOOK

Students' school pictures are displayed in a school yearbook. Yearbooks are available for purchase for all students in Pre-K through Grade 8. Parents may reserve a school yearbook by completing a designated form that will be made available early in the school year.

SEARCHES

The school reserves the right to search all school property such as desks and cubbies, and anything that is brought on school property.

SPECIAL OCCASIONS

When sending in snacks for celebrations such as birthdays & holidays please only provide items from the list below:

Animal Crackers, Graham Crackers (plain), Fresh Fruit, Fresh Veggies, Pretzels, Goldfish Crackers, Plain Popcorn, Cheese & Crackers

Please do not send in beverages for classroom celebrations unless the teacher specifically requests. Beverages must be either water or 100% fruit juice.

Please communicate with the teacher at least 24 hours prior to sending in a treat. Treats should be dropped off at the office and labeled with your child's grade.

If you wish to distribute invitations/cards in the classroom, this may be done ONLY IF EVERY CHILD RECEIVES ONE. The school will not provide student addresses to other families.

Personal gift exchanges should not be made in school. If a student wishes to give a personal gift to another student, this should be done at another time outside of school.

STANDARDIZED TESTING

Standardized Tests – CTB/McGraw-Hill Terra Nova – are administered in the Spring (usually in March) in Grades 2 through 8. Standardized testing helps to identify students who may require Basic Skills in Math, Reading, and Language Arts.

The results of the CTB/McGraw-Hill Terra Nova Achievement Tests are used by the Middlesex Regional Educational Services Commission (MRESC) to determine eligibility for students into the Title I or Compensatory Education offered through state-funding.

Skill Profile Sheets are distributed to parents upon the return of the achievement tests.

STUDENT ACTIVITIES/PROGRAMS

Saint Aloysius School provides its students with a range of activities for their personal, spiritual, and academic enrichment. Students are encouraged to pursue their creative talents in activities that foster a well-rounded individual. Programs are offered to the students of Saint Aloysius School to provide optimal development for each student and the opportunity to express him/herself.

STUDENT SUPPORT SERVICES

H.U.G.S. – Home Practice Under the Guidance of Staff is an after school homework help group for students in grades 2 - 8 Monday through Thursdays. This is a special service program provided by all teaching staff. A note must be sent to school to attend. Dismissal from H.U.G.S. is 4:15 P.M. through the gym vestibule. Please check the school calendar for the H.U.G.S schedule.

Tutorial Services – private tutoring may be arranged for any student for an additional cost. Students are assigned to teachers based on academic need and teacher experience. Homeroom/subject teachers may not provide this service to their own students. Contact Mrs. Honan at Ext. 317 for further information.

TECHNOLOGY

Saint Aloysius School strives to be a leader in the use of technology to enhance the learning process. All students in Grades K - 8 are instructed in various computer software packages in a fully equipped computer lab. Additional computers are available for classroom use. School-wide access to the Internet is provided through a commercial broadband connection with content-filtering software.

An Acceptable Use Policy is sent home for student and parent signature in September of each school year. Students who do not comply with usage rules may forfeit their computer privileges and/or be subject to disciplinary action.

TELEPHONE USE

Use of the office telephone by students is discouraged and is limited to emergency calls only. Saint Aloysius School understands that often it is for a parent's peace of mind for the students to carry a cell phone. If a student is to have a cell phone in school they MUST:

- Have a completed permission slip on file in the main office
- Cell phones must remain OFF during the school day and in the students' backpack.
- Students may NOT RECEIVE phone calls.
- Only the Principal/Assistant Principal may grant a student permission to make a phone call using the cell phone.
- Students may only make a phone call using a cell phone in the presence of the Principal or Assistant Principal.
- At no time and under no circumstance shall a student use a cell phone camera, access the Internet through the cell phone, or Email/text message through the cell phone.
- Students who are in possession of a cell phone without permission or those who do not follow these set guidelines will have their phones confiscated.

Confiscated phones will be checked for outgoing/incoming calls, text messages, and photos.

TRANSPORTATION

The following is the policy of the Jackson Township Board of Education regarding busing. Since Jackson Township furnishes transportation to our students we abide by this policy:

- While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and leaves the bus at the end of the school day.

- Once a student boards the bus – and only at that time – does he/she become the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the end of the school day.
- In view of the fact that the school bus is an extension of the classroom, the Jackson Board of Education shall require the students to conduct themselves on the bus in a manner consistent with established standards of classroom behavior.
- Students are not allowed to change buses for play dates or after school activities with other classmates. Parents must make alternate arrangements for transportation.

VISITORS

The security of our children is of the utmost importance. During school hours, all visitors, including parents, must be buzzed into the building and must report directly to the main office upon entering the building. All visitors must sign in at the office and receive a visitor's pass, which serves to alert the staff and students that they are an approved visitor to the school.

A visitor may never deviate from their destination to visit the classrooms or cafeteria. If a visitor does deviate from their reported destination without notifying the front office, they will be asked to leave the building.

As a courtesy, visiting parents are asked to refrain from conversations with teachers moving through the hallways with their class. Students are not permitted to have visitors during the school day.

SCHOOL/PRINCIPAL RIGHT TO AMEND

The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.