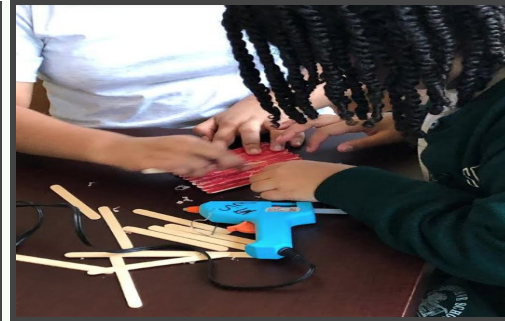




# St. Genevieve Catholic School



**“Where Everybody is Somebody”**

## **PARENT/STUDENT HANDBOOK**

209 Princeton Road, Elizabeth, New Jersey 07208  
Phone: (908)-355-3355 Fax: (908)-355-1460  
[www.saintgenevieveschool.com](http://www.saintgenevieveschool.com)

# 2019-2020

## TABLE OF CONTENTS

### **ADMINISTRATIVE**

Mission Statement	5
Accreditation	5
History	5
Philosophy	5
Purpose and Use of Handbook	6
Amendments to Handbook	6
Distribution of Handbooks	6
Primary Role of the Parent	6

### **ADMISSIONS**

Non-Discrimination Policy	7
Admission Requirements	7
Registration Fees/Tuition	8
Transfer Procedure	8

### **ATTENDANCE**

Supervision	8
Arrival Procedures	9
Dismissal	9
Pre-K Dismissal	9
Custodial Pick-up From School	10
Attendance	10
Policy Regarding Student Absence	10
Family Vacation; High School/College Visitation	11
Make-up Work	11
Truancy	11
Faculty Meetings	11

### **EMERGENCY CLOSINGS**

Emergency School Closing	12
Delay Openings	12
<b>ACADEMIC POLICIES</b>	
Religious Education and Religious Services	12
Curriculum	13
Homework	14
Report Cards and Grading	14
Trimesters (Marking Periods)	15
Promotion/Retention Policy	15-16
Graduation Requirements	17
Achievement Awards	17
Policy on Field Trips	18
Acceptable Use Policy for Technology	18
Cell Phone Policy	18
Image Release Form	19
<b>CUSTODIAL AND NON-CUSTODIAL PARENTS</b>	
	19
<b>HOME SCHOOL COMMUNICATIONS</b>	
Conferences	19
Home/School Communications	20
Money Collections	20
Home School Association	20
<b>DISCIPLINARY PROCEDURES</b>	
School Property	21
Discipline Policy	21-26

## **HEALTH AND SAFETY**

Pertinent Data Record	27
Playground	27
Special Services	27
Visitors	27
Volunteers	28
Suspected Child Abuse or Neglect	28
Asbestos Management Plan	28
Safety	28
Safety Procedures	29
Insurance	29
School Health Office Requirements	29
Health Services	30
General Policy	30-31
Policy on Administration of Epinephrine	31
State Mandates	32

## **MISCELLANEOUS**

Dress Code	33-34
After Hours Programs	34
Personal Articles	34

## **MISSION STATEMENT**

Saint Genevieve Catholic School is committed to the formation of a Faith Community that is Christ-Centered. The Gospel message is transmitted through example, a strong curriculum, relationships, and service, thereby creating a climate of respect in which good self-image breeds confidence and results in the ability to take risks.

## **ACCREDITATION**

Saint Genevieve Catholic School is accredited by the Middle States Association of Schools and Colleges.

## **HISTORY**

Saint Genevieve Catholic School was founded in 1926 with grades one and two in the basement of the original church building. Monsignor John McManus, Pastor, invited the Benedictine Sisters of Elizabeth to staff the school. Plans for the construction of the present building began, and the school opened in September, 1930, with eight grades staffed completely by the Benedictine Sisters. Enrollment increased rapidly, and it became necessary to consider an annex of eight classrooms under the direction of Monsignor William C. Heimbuch, Pastor. Later the basement would be converted into four classrooms and the area below the church was developed into the parish hall.

## **PHILOSOPHY**

Saint Genevieve Catholic School commits to fostering a love of God and of the teaching of Christ; to instill an appreciation of each student's uniqueness; to strive for excellence in education; to include the teaching of Christian principles in all subject areas; to encourage the students to assimilate Christian values; and to develop in each student the attributes of a responsible citizen.

## **PURPOSE AND USE OF THE HANDBOOK**

The Handbook exists to foster the efficient operation of Saint Genevieve Catholic School. To meet this objective, the school administration is given flexibility and the authority 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 THE 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 within 30 days of the changes being approved by the appropriate authority.

## **DISTRIBUTION OF THE HANDBOOK**

The Handbook Receipt Form requiring the signature of a parent/guardian can be found on the back of the handbook or on our website [www.saintgenevieveschool.com](http://www.saintgenevieveschool.com) . The Handbook Receipt Form is to be signed by a parent/guardian and every student and returned to the school. You will be notified of the due date via a school reach.

## **PRIMARY ROLE OF THE PARENT**

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 towards school.

To do that parents should:

- Recognize that the teacher assumes responsibility for the child during school hours;
- Teach, explain and expect children to respect the authority and the rights of others;
- Show an interest in pupil progress. Praise improvement demonstrated by the child;
- Insist on prompt and regular school attendance;
- Understand and comply with the rules of the school concerning pupil conduct and cooperate with the school in carrying out disciplinary action, when necessary.

## NON-DISCRIMINATION POLICY

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

## ADMISSION REQUIREMENTS

In admitting children to Pre-Kindergarten, Kindergarten and First Grade, the age requirements of the local school district in which our school is located must be followed. The age requirements are:

Pre-Kindergarten	3 years old on or before October 1 <sup>st</sup>
	4 years old on or before October 1 <sup>st</sup>
Kindergarten	5 years old on or before October 1 <sup>st</sup>
First Grade	6 years old on or before October 1 <sup>st</sup>

The Pre-Kindergarten requires that all children be completely toilet trained. If there is a problem, the parent will be contacted and asked to remove the child from the program until trained. The child's place will not necessarily be held.

A probationary period will be given to any student that is transferring into grades K-8. The probationary period will begin the 1<sup>st</sup> day of school and continue until the end of the first year the student attends Saint Genevieve School.

### Immunization Requirements:

*DTP:* a minimum of four doses;

*OPV:* a minimum of three doses, provided at least one dose is given on or after the fourth birthday;

*Measles Vaccine:* one dose administered on or after the first birthday

*Rubella Vaccine:* administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized

*Mumps Vaccine:* one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized

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

## **REGISTRATION FEES AND TUITION**

Tuition payments are expected to be made on or before the designated date(s). Failure to meet tuition payments without a serious reason, e.g. serious financial constraints, can result in the denial or withdrawal of educational services, report cards, student activities, and power school access. Families who do not meet their financial obligation and do not acknowledge late notices may be asked to withdraw from the school. A separate brochure on current fees is available from the school office or online. A registration fee is non-refundable and is required payable every new school year.

## **TRANSFER PROCEDURE**

Parents of students transferring to another school must notify the school secretary a week in advance of the date of transfer. An appointment for an exit interview must be made with the principal before transfer. The following information should be given at the time of notification:

- Name and grade of student;
- Date of birth;
- Reason for transfer;
- New address, if applicable;
- Name, address(including zip code) of new school the child is transferring to, and;
- Last date the child will attend Saint Genevieve Catholic School.

Records will be forwarded to the new school as long as tuition and fees have been paid and upon receipt of the above information.

## **SUPERVISION**

The school's responsibility for supervision of students begins at **8:10 A.M.** and ends at 3:00 P.M. For students properly enrolled in the school's Before and After Care Programs, the school's responsibility for supervision begins at 7:10A.M. and ends at 6:00 P.M.

Students will not be permitted to leave school during school hours unless signed-out by a parent or guardian. Students who are not picked up by 3:00 P.M. will be sent to the After Care Program and the parents will be billed for this service.



## **ARRIVAL PROCEDURES**

Arrival time is 8:10 A.M. Students go directly to their assigned lineup area and wait on line for their teacher. The school is not responsible for students arriving prior to 7:45 A.M. unless they are participating in our Morning Care Program. Parents will be billed for services.

On days of inclement weather or extreme cold, students will be permitted to enter the school no earlier than 8:00 A.M. Please do not drop students off prior to the designated time unless they participate in the Before Care Program.

## **DISMISSAL**

All requests for early dismissal must be in writing and should include the reason for the request. For the safety and protection of your child, parents/guardians are requested to report to the school office to pick up the student. The principal will not grant the request unless he/she judges the reason to be appropriate for early dismissal.

Regular medical and dental appointments should be scheduled for after school hours or on school holidays. Pupils who find it absolutely necessary to have an appointment with the doctor or dentist during school time will be marked absent, and must produce a doctor's note.

Faculty and staff are not permitted to excuse pupils to strangers or callers without using necessary precautions because of the grave danger involved. Please provide a list of people allowed to pick-up your child on the emergency card given at the beginning of each school year. This list will be kept on file in the office. Please note, students will not be permitted to be picked up by any car service such as Uber, Taxi, Lyft, etc.

## **PRE-K DROP- OFF/DISMISSAL**

Pre-K parents will drop-off students by the silver doors on Wyoming Avenue, near the church. A Staff Member will be at the door to receive the student until 8:25A.M. Parents should not enter the building at this time. If you have business to discuss with your child's teacher, you must re-enter the building through our main entrance on Princeton Road. An appointment or a message may be left with the office staff. Dismissal is done through the same doors as drop-off. Dismissal for Pre-K is at 3:00 P.M.

## **CUSTODIAL PICK-UP FROM SCHOOL**

The school will permit only the custodial parent, or her/his designee, to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school at any time, unless there is a one-time telephone authorization, signed authorization (letter or fax), or a notarized authorization from the custodial parent, which may be acceptable. Please note, the adult that the child permanently resides with is the “Custodial Parent”.

## **ATTENDANCE**

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student both for the benefit of the student’s current academic achievement and to encourage mature adult behavior in the future.

Students who accrue eighteen (18) days absent in one school year may be considered ineligible for promotion to the next grade and participation in extracurricular activities.

## **POLICY REGARDING STUDENT ABSENCE**

A parent/guardian should call school at 908-355-3355, fax a note to 908-355-1460, or email the school at [office@saintgenevieveschool.com](mailto:office@saintgenevieveschool.com) no later than 9:00 A.M. to report a student’s absence. Upon the child’s return to school, the teacher must receive either a written excuse or fax from a parent/guardian stating the student’s name, as well as the date(s) and reason(s) for absence(s). **AN ABSENCE OF THREE CONSECUTIVE DAYS REQUIRES A DOCTOR’S NOTE.**

In case of a prolonged illness, the parent is not required to contact the school on a daily basis providing the nature of the illness and possible duration was made known on the first day. Arrangements to pick-up class work/homework can be made through the office no later than 9:00 A.M. However, once the illness extends beyond two weeks, please contact the office to discuss other options. Excessive absences can be a cause for retention. The successful completion of all missed work is the responsibility of the parent and student.

## **FAMILY VACATIONS/ HIGH SCHOOL/COLLEGE VISITATION**

Family vacations should not be planned when school is in session, particularly, if a student is struggling with his/her grade level work. The teacher can assign work to be completed but textbooks will not be allowed to be taken by the student on vacation. The responsibility rests with the parent/guardian and the student to gather and complete assignments missed upon return. The student can take a test that he/she missed on a day determined by the teacher. Preparation for the test is the sole responsibility of the parent/guardian and student.

## **MAKE-UP WORK**

Students who are absent from school for any reason are expected to make-up missed work during the absence period. If a student is absent one day, one day is given for the make-up work to be completed. If absent three days, three days are permitted for work to be completed, etc. This make-up work policy does not apply to students who are absent the day before a long-term assignment is due since ample time had been given to complete the assignment. An extension of time will **NOT** be granted to the student. Parents or students should arrange for a classmate or sibling to bring home assignments. Parents/guardians should request school and homework prior to 9:00 A.M. for pick up at 3:00 P.M. This will provide enough time for books and work to be sent to the office.

## **TRUANCY**

A student who deliberately avoids coming to school, contrary to the wishes of his/her parent/guardian, is considered truant (absentee). Habitual truancy will be reported to the attendance officer of the child's district or residence. A student who is chronically truant will be subject to discipline.

## **FACULTY MEETING**

Faculty meetings and Professional Days are scheduled periodically throughout the year. Some of these days are on the school calendar. Others that are scheduled later may require separate notices via the monthly calendar and /or School Reach.

## **EMERGENCY SCHOOL CLOSING**

In the event that school is closed due to weather or other emergencies, you will be notified via School Reach (phone system).

When Elizabeth Public Schools are closed due to inclement weather, Saint Genevieve School **may** also close. A School Reach message will provide the information.

In case of emergency closing during school hours, contact will be made according to instructions on the Emergency Information Card. If any phone numbers change during the school year, please notify the office.

*PLEASE DO NOT CALL THE SCHOOL FOR EMERGENCY CLOSING INFORMATION*

## **DELAY OPENINGS**

In the event that the City of Elizabeth calls for a delayed opening, Saint Genevieve Catholic School **MAY** also have a delayed opening. You will be notified via a School Reach message (phone system).

**School doors will open at 9:45 A.M. and class will begin promptly at 10:00 A.M.**

**Morning Care will be suspended on the day of delayed opening but After Care will be available.**

## **RELIGIOUS EDUCATION AND RELIGIOUS SERVICES**

The content of our religion program is the authentic teachings of Christ and His Church. The program emphasizes the development of sound Roman Catholic Christian principles, the understanding of doctrine and scripture, and the awareness of the many ways that Christ has shown His love. Since Christianity demands a deep personal relationship with Christ, the role of prayer plays an important part in our curriculum. Various classes participate in school liturgies thought-out the school year. All students\* are required to study Catholic doctrine as presented in the curriculum provided by the Archdiocese of Newark and attend and be respectful during religious gatherings.

\*Regardless of religious affiliation.

## CURRICULUM

### Religion

We endeavor to impart a knowledge and understanding of religion to the children to help them in the continuing process of becoming mature Christians in attitude and action. Since this is the essence of our work together as Christian educators, and since Christianity demands a deep personal relationship with Christ, the role of prayer, our primary means of intensifying this relationship, must play an important part in the curriculum. As a Catholic institution, the privilege of prayer is ours daily.

### Language Arts

(Reading, English, Spelling, Penmanship) – These basic communication skills are stressed with an understanding and appreciation of the English language and an emphasis on oral and written communication. Factors such as individual abilities, background, attitudes, needs and interests, are considered for an effective program.

### Mathematics

The basic arithmetic skills are emphasized. The arithmetic program, as well as, the English program, becomes semi-departmentalized in the middle grades and fully departmental in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades.

### Science and Social Studies

A variety of sources are used in addition to textbooks. Science and Social Studies are semi-departmentalized in the middle grades and fully departmental in 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades.

### Fine Arts

Participation, understanding, appreciation and creativity best describe the music and art programs.

### Physical Education

Formal classes are conducted in grades PreK-8. If a child is physically unable to participate, a physician's note is required.

### Technology

IPads are utilized in grades PreK-8. Students in these classes have many hands-on opportunities to use educational apps to further enhance their learning. Grades 5-8 utilize G Suite for Education. This will enable the students and faculty to work more collaboratively on projects and also enable students to access their work in school and at home. Students learn computer skills including Keyboarding, Microsoft Office: Word, Excel, PowerPoint, Publisher. Internet Research, G-Suite (Google Apps for Education).

## HOMEWORK

Homework assignments are an extension of the student's learning time and provide an opportunity for:

- Reinforcement of a lesson or concept;
- Assignments of work on an individualized basis; and,
- Establishment and development of solid work habits.

The length of time for homework assignments should be reasonable and effective for reinforcement.

The role of the parent in relation to homework assignments is:

- Encourage the student to put forth his/her best effort;
- See that the necessary materials are available;
- Show an active interest in the student's progress; and,
- Make certain homework is turned in on the day it is due.

## REPORT CARD AND GRADING

Report cards are distributed three times a year. The grading system used is that of the Archdiocese of Newark.

In grades 4 through 8, letter grades (A+, A, B+, B, C+, C, D & U), as well as a Rubric Code for Written Communication are given for academic subjects. Children also receive assessment in the area of "Personal Development" (O, S, I, U).

In grades 1 through 3, report cards reflect a Marking Code (E, S, D, B, and N) which indicates a student's personal academic development. Codes indicate the understanding and growth of each student on an individual basis. Students compete against themselves. Social development and study skills are also reflected on the report card.

Report cards are distributed immediately following the Home School Association Meetings. If unable to attend, the parent or make an appointment to pick up the report card. Report cards are distributed during the parent/teacher conference night. **The parent/guardian of a student who has failed one or more major and/or minor subjects must schedule a conference with the teacher. In this instance, a report card will not be released until a conference takes place.**

## TRIMESTERS (MARKING PERIODS)

Each trimester is approximately 60 days in length.

First Trimester – September – December

Second Trimester – December – March

Third Trimester – March – June

Midway through the trimester, an interim progress/warning report will be forwarded to the parent or guardian of all students. Interim Progress reports **must** be signed and returned to the teacher issuing the report. Please note, if you receive an Interim Progress warning report for your child, it means that your child may be deficient in one or more areas. You can help by:

- Checking frequently with the teacher regarding the daily progress of the student;
- Supervising your child's work and study habits at home;
- Showing interest in your child in all aspects of his/her school responsibilities; and,
- Noting the midpoint of the trimester and asking your child about the possibility of a warning report.

If you feel there is a reason to question your child's academic or disciplinary standing, please do not wait. You should immediately schedule a conference with your child's teacher.

## PROMOTION/RETENTION POLICY

Since students can perform to their best ability if they are able to accomplish the work for the grade to which they are assigned, it is important that parents cooperate in the event a student is not ready to move to the next grade. The school will inform the parents as early as possible during the school year if there is a possibility that a student may not be ready for the next level. This notification enables home and school work together to avoid retention.

If parents are informed of the possibility of retention, a form will be sent and signed **ONLY** to indicate that **NOTIFICATION** has taken place. The formal Promotion/Retention Policy is as follows:

### **Grades 4 through 8**

- Students in Grades 4-8 must pass all major subjects (Math, Religion, Science, Reading, Language Arts, Social Studies, Geography) and minor subjects (Art, Music, Physical Education, World Language, Computer Lab), where applicable to be promoted to the next grade;
- Failure in any one of the major subject areas or in two or more minor subject areas is a basis for retention. The student can attend an **approved, accredited** summer school program which addresses academics. If the student receives a passing grade, he/she will be promoted to the next grade;
- If a student fails **more** than two subjects whether major, minor, or a combination, he/she will be retained. Accredited summer school programs only allow students to take two subjects. Eighth grade students will not graduate if their grades reflect the aforementioned since, currently, there are no accredited programs students can attend to make up more than two subject areas;
- Summer school is available for students in grades 4 – 8. Students will be permitted to attend summer school for two subjects. **Tutoring will not be an alternative for students failing more than two subjects;** and,
- Students in Grade 8 must pass all major subject areas to graduate (per bullet one). If a student in Grade 8 has been recommended for accredited summer school, he/she will receive an empty diploma case on graduation day. Once the administration of the school receives notice that a student has successfully completed an approved summer school program, a signed diploma will be issued.

### **Grades K through 3**

- Students in Grades K – 3 must show reasonable progress for all major subjects (Math, Religion, Reading, Language Arts, Social Studies, Science and Geography) and minor subjects (Art, Music, Physical Education, World Language, and Computers), where applicable, to be promoted to the next grade. Insufficient development in any one of the major subject areas or in two or more minor subject areas is a basis for retention.
- Tutoring will be considered for students in the lower grades since accredited summer school programs are not available. Tutoring will be accepted as an alternative program for promotion for two subjects only. If your child demonstrates insufficient growth in more than two academic subjects, promotion to the next grade will not be considered even though you may want to have your child tutored; and,
- Tutoring and promotion for students in the lower grades will be guided by current Standardized Test Results (Terra Nova), input from classroom teacher, documentation provided by the tutor upon completion of 30 hours of tutoring, and an evaluation of student progress at the start of the subsequent school year.



## **GRADUATION REQUIREMENTS**

In order to graduate, a student must have successfully completed the requirements of study, ennobled by Christian Principles, as prescribed for the elementary schools of the Archdiocese of Newark and the State of New Jersey Department of Education.

All tuition and fees must be paid in full before a diploma is issued to the student.

## **ACHIEVEMENT AWARDS**

### **First Honors (Honor Roll)**

- “A” or higher in all major Subject Areas (Religion, Reading, Language Arts, Math, Social Studies, and Science);
- “B+” or higher in all Special Subjects including music, art, gym, and Spanish, where applicable;
- In writing, students need to receive a strong 5 or 6 for honor roll;
- No “I” OR “U” in any area; and,
- No more than two tardies per Trimester.

### **Second Honors (Credit Roll)**

- “B” or higher in all major Subject Areas (Religion, Reading, Language Arts, Math, Social Studies, and Science);
- “B” or higher in all Special Subjects including music, art, gym, and Spanish, where applicable;
- In writing, students need to receive a strong 4 or 5 for honor roll;
- No “I” OR “U” in any area; and,
- No more than two tardies per Trimester.

### **Effort**

This is solely at the discretion of the teacher. If a student is struggling but working above and beyond, he/she deserves this recognition. In grades where students have more than one teacher for various subjects, ALL teachers must agree that the student is working to their fullest potential.

## **POLICY ON FIELD TRIPS**

On occasion, Saint Genevieve Catholic School will sponsor and conduct field trips for the educational enrichment of the students. Trips are designed to supplement the classroom curriculum. Participation in field trips is a privilege. Students can be denied participation on a class trip for various reasons that include but are not limited to, behavior, lack of class work, etc. No student may participate in a field trip unless a signed parent or guardian permission slip for the specific event is submitted to the school on or before the designated date reflected on the permission form. Participation in any and all field trips is at the discretion of the teacher and/or principal.

## **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

Technology has a legitimate role to fill in the educational process. At Saint Genevieve Catholic School we make full use of its potential. However, the presence of computers in the classroom/computer lab and media center requires a specific set of safeguards for both the student and the school. An acceptable Use Agreement for Technology Form will need to be signed by the students and their parents/guardians since computer use includes access to telecommunication services (Internet, email, etc.) in school. The document can be found on our website.

### **Cell Phone Policy**

If your child has a legitimate reason to bring a cell phone and/or other electronics to school, then the student must turn in their device immediately at the start of every school day to their homeroom teacher. All devices must be in the off position and clearly marked with their name. Cell phones will be returned to the student at the end of the school day.

Any student caught using their cell phone or other electronic device during school hours will have it taken away by the teacher. If a student had a device taken away during the school day:

1. After the first offence the cell phone or electronic device will be sent to the office and will not be returned until a parent/guardian comes to the school office themselves to retrieve the cell phone or device.
2. After the second offence the device will be confiscated and a detention is imposed followed by a conference with parent/guardian.
3. For a third time, there will be a one day suspension and students will not be allowed to bring their cell phone in the building for the remainder of the school year.

If students consistently disregard school guidelines they may be suspended or expelled from school.

## **IMAGE RELEASE**

St. Genevieve Catholic School may produce or participate in video, motion picture, audio recording, Web page, or still photograph productions, broadcasting, and/or publication which may involve the use of students likenesses or voices. Such productions will be used for non-commercial educational, exhibition, or promotional advertising and will not be sold to anyone for any reason. Such productions may be copied, copyrighted, edited, and distributed by the School in the manner described above. An Image Release Form must be signed and returned by a parent or guardian in order to allow student participation. Image Release forms can be found on the school website.

## **CUSTODIAL AND NON-CUSTODIAL PARENTS**

### **School Records**

Saint Genevieve Catholic School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.

### **Court Orders Affecting Custody**

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent 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 obligation. School is not a place for non-custodial parents to visit with their children.

## **CONFERENCES**

Conferences may be requested by a parent or guardian or a teacher for a time agreeable to both. The request may be in writing or by phone. Conferences are to be held at a time when teachers are not responsible for classes. Parents are reminded that it is inappropriate to initiate a conference at any time when teachers are responsible for student supervision. When appointments are made, both the parent and the teacher should be aware of the purpose of the conference, so that all concerned may be appropriately prepared.

## HOME/SCHOOL COMMUNICATIONS

All written correspondence sent to the school office or teacher should be enclosed in a properly addressed envelope. Please include the child's name and room number on all notes.

Since Saint Genevieve Catholic School is “**Green**”, communication with parents/guardians will be through School Reach, e-mail, and the Saint Genevieve Catholic School website ([www.saintgenevieveschool.com](http://www.saintgenevieveschool.com)) Parents/guardians must check our website or e-mails on a daily basis for updates and notices that require parental signature. Parents or guardians are responsible to download notices, sign and send to school via their child by the appropriate due date.

Written communications **MAY BE** sent home prior to an upcoming event. Please check with your child/children to make certain you receive the notices and information sent by the school.

## MONEY COLLECTIONS

No money collections will take place in the classroom without the permission of the Principal. Once permission has been received, money should be sent in a clearly addressed and sealed envelope indicating the name, grade, room number, items to be purchased and the amount of money enclosed.

## HOME SCHOOL ASSOCIATION

The purpose of the Home School Association is to bring the parents and school together to assist in the development of the school. There are three HSA meetings a year, as well as social activities. The objectives of the H.S.A. are to advance Catholic education and the welfare of our school children. School programs are enriched and strengthened through the fund-raising programs sponsored by our H.S.A. Officers of the H.S.A. are nominated and elected at the general meetings and serve for two years. Elected positions are President, Vice-Presidents, Secretary, Treasurer, and Fundraising Coordinator.

## **SCHOOL PROPERTY**

Students are required to take proper care of textbooks and workbooks. Textbooks are the property of the school or state and are lent to students for their use. Thus, students should never write in textbooks. Loss of textbooks or workbooks will require payment to cover the cost of a replacement. Misuse, which results in damage, will require either a fine or total payment. All books should be covered. Contact or any adhesive substance may not be used to cover textbooks. All students must use book bags or backpacks.

Responsibility also extends to school property. Vandalism will not be tolerated and parents will be held responsible for damage inflicted by their child/children. School property includes, but is not limited to, basketball hoops, bathroom facilities, water fountains, etc.

## **DISCIPLINE POLICY**

### **Code of Conduct**

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

## **HARASSMENT and BULLYING**

Harassment is: any sort of continuing behavior that is annoying, including inappropriate Internet communication. It can be words, gestures and/or actions, which tend to annoy, alarm, and abuse (verbally) another person through the use of text, social media or any other source of inappropriate communication. A person commits a petty misdemeanor if, with purpose to harass another, he or she: (1) makes a telephone call without purpose of legitimate communication; or (2) insults, taunts or challenges another in a manner likely to promote a disorderly response; or (3) makes repeated communications anonymously or at extremely inconvenient hours, or in offensive, coarse language; or (4) subjects another to an offensive touching; or (5) engages in any other course of alarming conduct serving no legitimate purpose of the actor.

Harassment occurs when one person makes repeated verbal, written or physical contact with another person who does not want these contacts. Bullying is a particular type of harassment that generally involves some force, whether overt or subtle. Exclusion is widely considered to be a form of bullying, even though there may be no apparent contact. By ignoring or excluding an individual from participation in some group activity, the bully demonstrates his or her force power.

### **CONSEQUENCES**

Actions that 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. Saint Genevieve Catholic School follows the Zero Tolerance Rule. 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 students will be subject to expulsion or may be denied re-admittance to the school. Parents should be aware that some harassment might have legal consequences.

The following list of rules is in no way inclusive. Infractions merit detention and/or other appropriate discipline:

- Respect for school property is expected from every student. Students will be responsible for any damage and cleaning that is necessary in addition to appropriate disciplinary action;
- Students are taught to treat each other and school personnel with mutual respect. Abusive language, sarcasm, and back talk will not be tolerated;
- Running, pushing and other inappropriate behavior inside the school is not acceptable behavior;
- Students are expected to observe the highest standard of conduct when attending any school sponsored event in and out of school
- The rules for a Drug Free School Zone are applicable at Saint Genevieve Catholic School.

Ordinary discipline is the responsibility of each teacher and the basis of all discipline is mutual respect. Parents need to openly support the efforts of teachers in this area. When a conflict occurs, the matter should be discussed privately between the teacher and parent. If a child hears disparaging remarks made about the teacher, the authority and respect due that teacher is undermined. Teachers do make mistakes, as parents do, and the ability to allow shortcomings on both sides is in itself an important lesson in Christian forgiveness.

Students are informed of behavior expected of them in accordance with their age and experience. Should a student refuse to recognize the rights of others or neglect the responsibilities that have been placed on him/her, that person will be held accountable. After a teacher has employed the normal methods of correcting misbehavior, the teacher will then refer the student to the principal's office.

If parents/guardian at anytime having concerns regarding their child he/she must contact the child's teacher.

Examples of student behaviors which are unacceptable and could lead to detention/suspension/expulsion include, but are not limited to, the following:

- Disrespectful and disruptive behavior;
- Destruction of school or private property;
- Fighting;
- Physical contact which causes injury to another (punching, kicking, etc.);
- Verbal fighting between students;
- Unprepared for class;
- Gum chewing;
- Open defiance of school/classroom rules;
- Misconduct during all safety drills;
- Leaving the classroom or school grounds;
- Use of improper language;
- **BULLYING;**
- Threatening, intimidating or causing bodily harm to another;
- Excessive tardiness or truancy; and,
- Violation of dress code.

## **DISCIPLINARY ACTION**

A student who chooses to disrupt the good order of the school or to violate 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: conduct referrals and warnings; punishment assignments; denial of privileges; detention; in-school suspension; out-of-school suspension; or expulsion. Any disciplinary action taken will become part of student file/record.

## **DEMERIT SYSTEM**

Demerits will be given for repeated classroom offenses, more severe offenses, and non-classroom offenses. Non-classroom situations will include areas such as hallways, gym, lunchroom, and other common areas. Demerits are cumulative for the trimester. Consequences will be given based on the total number of demerits.

Demerits will be given for offenses such as:

### **One Demerit Offenses**

Candy, gum, food, and drink consumption in class  
Insubordination  
Dress Code Violations  
Presence in unapproved locations of school campus  
Horseplay  
Class Truancy  
Cell phone on their person  
Electronic device misuse  
Disorderly conduct

### **Three Demerit Offenses**

Repeated classroom disobedience or disturbance  
Disrespect (one blatant act or repeated acts)  
Vulgarity  
Inappropriate Language



### **Five Demerit Offenses**

Stealing

Lying (including forgery)

Plagiarism

Bullying

Vandalism

The final decision regarding the assignment of demerits will be at Saint Genevieve School administrator discretion.

### **Consequences**

Demerits are cumulative for each trimester. Consequences will be given based on the total number of demerits per trimester. ( Privileges lost...movies, dress down, field day, etc.)

## **DETENTION**

Detention may be imposed by any teacher upon a student for conduct amounting to non-serious actions by the student which are disruptive to the orderly administration of classroom curriculum or which amounts to a non-serious violation of the rules and regulations of Saint Genevieve Catholic School.

When a student is assigned an after school detention, the teacher will notify the parent in writing prior to the date. The teacher will also inform the parent/guardian of the time the child will be dismissed. Please note, the Detention Notice must be signed and returned to your child's teacher.

If a child fails to have the notice signed or returns to school without it, he/she will call the parent and report for detention. The responsibility of the school has been fulfilled through the issuance of a Detention Notice.

## **SUSPENSION**

Serious disciplinary matters will be referred to the principal. In a matter that may involve suspension, the student and parent/guardian will be notified of the violation and given an opportunity to respond.

The circumstances of the suspension will be discussed before the suspension takes place.

Reasons for suspension include, but not limited to:

- Lack of respect for school authority;
- Lack of respect for school regulations;
- Display of defiant or disruptive behavior;
- Physical and or verbal abuse of another person;
- BULLYING;
- Cheating or stealing; and,
- Physical altercations including pushing, hitting, fighting, etc.

## **EXPULSION**

Expulsion will be resorted to only when all other means of discipline, including suspension, have been used and proved ineffective or the student's conduct is a definite hindrance to the welfare and progress of the school community.

Creating or taking part in a situation that is potentially dangerous to oneself and others is considered cause for expulsion. Such situations include, but are not limited to:

- Possession of a weapon or object considered dangerous to oneself or others;
- Drug use or transfer of drugs;
- Arson;
- Fighting with intent to harm another;
- REPEATED ACTS OF BULLYING;
- Deliberate damage to school property;
- Use of alcoholic beverages on premises or at school functions;
- Repeated profanity and obscenity despite the attempt by the school to correct;
- Continued rudeness and defiance;
- Truancy;
- Leaving school grounds without approval from the principal;
- Continued serious violation of school rules;
- Smoking in the school building or on school grounds;
- Vandalism;
- Repeated stealing; and,
- Repeated cheating.

## **PERTINENT DATA RECORD**

It is vitally important that the school office have up-to-date information on each child. Please notify the office immediately if there has been a change in address, telephone, emergency information and/or health status. If any home problem situation arises that could affect the child's performance, the school should be informed.

## **PLAYGROUND**

During lunchtime, playtime is provided for children in Kindergarten through eighth grade. The following safety regulations will be strictly enforced while students are on the playground.

- No rough playing on the playground;
- Good sportsmanship must be displayed at all times;
- Games are to be played according to established rules;
- All problems and injuries are to be reported to the teacher and/or playground monitor on duty;
- Use of inappropriate language is unacceptable;
- When the bell rings, students are to line up quietly in their designated areas; and,
- No food or drinks are to be consumed on the playground.

## **SPECIAL SERVICES**

Saint Genevieve Catholic School has the services of the Union County Commission for Comprehensive Education, Speech and Child Study Evaluations, and ESL classes. If you feel your child needs any of these services, please contact the Principal. Services are subject to change.

## **VISITORS**

For the safety of all faculty and students, everyone visiting the school must report to the school office. Teachers are not to be interrupted during class time. A visitor's pass will be issued by an office staff member.

## **VOLUNTEERS**

Many parents have generously given their time and efforts serving as lunch aides, chaperones, etc. Students are expected to show respect to all volunteers. Any disrespect or misconduct by a student will result in disciplinary action. **All volunteers must be fingerprinted and have participated in a Protecting God's Children training seminar.**

## **SUSPECTED CHILD ABUSE OR NEGLECT**

New Jersey Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must contact the New Jersey Division of Youth and Family Services. The Law further states that the person suspecting abuse or neglect is to make the call. He/she is not to pass the information on to another person to place the call.

## **ASBESTOS MANAGEMENT PLAN**

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

## **SAFETY**

Parents/guardians are reminded to observe safety rules when dropping off and/or picking up students. Children should not be dropped off or picked up at the barricades on Livingston Road and Wyoming Avenue. Park your car when dropping off or picking up your child. Children should not be directed by parents/guardians to run between parked cars in order to cross the street. Double parking on Livingston Road or Wyoming Avenue is not permitted. Parents/guardians are also reminded to use the main entrance when entering or leaving the school building.

## **SAFETY PROCEDURES**

Please cooperate with us in preventing accidents! If you transport your child to school, make sure your child understands the pick-up location on regular days, as well as days with inclement weather. All children are to respect the crossing guards and cross at the corners.

We ask that you observe the following:

- Do not double park;
- Do not block the sidewalks surrounding the school;
- Do not cross your child in the middle of the block;
- Do not park in a yellow curb restricted area;
- Police barricades signify the street is closed to motor traffic. Do not drive around the “barricades.”

THE ABOVE REGULATIONS ARE NECESSARY FOR THE SAFETY OF ALL CHILDREN AND MUST BE STRICTLY ADHERE TO, ESPECIALLY DURING INCLEMENT WEATHER.

### **INSURANCE**

All students, because of physical education and other athletic activities, are required to have adequate insurance coverage from home. The Archdiocese provides a no cost program of insurance. However, this is a supplementary program for use only when personal insurance programs do not cover expenses. Information about the program is made available to all students at the beginning of the school year.

### **SCHOOL HEALTH OFFICE REQUIREMENTS**

Each student is required to have a physical exam for the current school year. Students who have had physical exams done during the summer prior to the new school year by their doctor, or are planning to have a physical done, must submit a copy. The form must be completed and signed by the doctor. Please submit physical exams done by the doctor on a before January of the new year. Testing such as eye screening, auditory testing, weight and height, and scoliosis screening (for grades four through eight) is done according to state school guidelines. New students who previously resided out of state must have a current Mantoux Test within six months of starting school. If a student receives additional immunizations, please submit a current record to the school nurse. Sixth grade and kindergarten students need the Hepatitis B Vaccine series. Accidents and injuries must be reported immediately to the school nurse. If a student is to be excused from gym or recess, a physician’s note for restrictions is mandatory.

## **HEALTH SERVICES**

Health services are provided to our students through the City of Elizabeth. You can contact the Health Office dialing 908-355-3355.

If the nurse is on duty when a child becomes ill, the nurse will determine whether it is necessary to send the child home. If the child is to be sent home, the nurse will call the parent or responsible party listed on the emergency card. If the nurse is not on duty, the decision will be made in the office of the Principal. If a child is injured, he/she will be sent to the nurse or the Office of the Principal.

In the case of an illness or injury, a student will be cared for temporarily by a member of the school staff or the school nurse. School personnel can only render minor first aid, if emergency medical treatment is necessary, the parent or guardian will be contacted using the information provided on the emergency card. Please make sure all phone contact information is current.

## **GENERAL POLICY**

Please notify the school nurse immediately if your child develops a communicable disease. The nurse's office should also be informed if a child requires hospitalization, receives any immunization or boosters during the school year, is receiving any special therapy, and/or taking medication. Saint Genevieve Catholic School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

- A parent/guardian should come to the school and personally administer the medication;
- If this arrangement is not possible, the School Nurse or the Principal (or his/her designee) may administer the medication under the following conditions;
  - The medication must be given to the School Nurse or Principal by the parent/guardian;
  - The medication must be in the original pharmacy-labeled container;
  - The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school office or school website. No exceptions can be made.
  - Any student who has a cast, splint, or sutures must present a doctor's note stating the diagnosis and any necessary precautions that must be taken in school. All physical activities will be restricted until a doctor's note is received clearing the student to resume them.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form which is available in the school office and through the school's website. No exceptions will be made.

Children with any type of infectious illness must be kept at home until the period of infection is over.

### **POLICY ON ADMINISTRATION OF EPINEPHRINE**

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

#### **Parents/guardians authorization and agreements regarding liability**

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

#### **Administration of the EpiPen by the school**

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

## STATE MANDATES

The state of New Jersey mandates that every child of school age must be properly immunized. All immunization records must be submitted to the school nurse on or before the day the child starts school. Failure to do so and to present proof of such immunization can be the cause for a child to be excluded from school until the requirements have been met.

The following immunizations are required:

Hib – Children under 59 months of age must have appropriate dose(s);

Dtap- A minimum of four doses providing one is after the fourth birthday or any 5 doses;

Ipy - Polio Vaccine – 4 doses with one being given at age 4;

Mmr – Two doses prior to entering school, administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized;

Hepatitis B – every child born on or after January 1, 1990 and entering Kindergarten or Grade 1 on or after September 1, 2001 shall have received three doses of Hepatitis B vaccine. Students in Grade 6 must have completed Hepatitis B vaccination series;

Tdap and Meningococcal Vaccine – for pupils entering Grade 6 and born on or after 1/1/97;

Varicella – All children entering K or Grade 1 and born on or after 1/1/98 need one dose given after the first birthday;

Influenza Vaccine - is required for children enrolled in child care, preschool or Pre-K. One dose to be given between September 1 and December 31 of each year.

The school nurse will review your child's records. If any additional information is needed, parent/guardian will be contacted.



## **DRESS CODE**

The Uniform Company we used by Saint Genevieve Catholic School is:

Flynn & O'Hara  
Union Avenue Plaza  
Union Avenue & Rt. 36  
Hazlet, NJ

All students in Pre-K through 8 must be in school uniform daily. We reserve the right to notify parents if they do not meet requirements. Please do not have your child singled out of lack of conformity to school regulations.

GIRLS' SKORT/SKIRTS/JUMPERS ARE TO BE NO MORE THAN 2 INCHES ABOVE THE KNEE. Many of our students have grown over the summer and hemlines have receded. Please have your daughter/daughters' jumpers/skirts/skort lengthened, where necessary.

Winter uniform is worn from October 15 to April 15. Winter Uniform:

- Boys **MUST** wear a belt with Flynn O'Hara khaki pants, long or short sleeve Oxford shirt with tie. Shirts must be tucked in. V-neck sweater and/or vest may also be worn.
- Girls **MUST** wear a sweater or V-neck Sweater vest with school logo over Oxford shirt with green plaid 2 panel skort and green Orlon Knee-Hi or tights

All clothing should be purchased from Flynn O'Hara. Girls can also choose to wear khaki pants. Gym uniforms consist of green sweatpants, green shorts and sweatshirt, as well as an ash gray t-shirt with the school logo.

School Uniform shoes for boys and girls can be purchased at Flynn O'Hara.

Boys are not permitted to wear earrings. Girls can wear button earrings – Only one set of earrings. HOOPS or DANGLINGS earrings are not permitted.

**SOLID WHITE OR BLACK SNEAKERS AND CREW SOCKS** are to be worn for gym classes. Sneakers are to be worn only on gym days. Sneakers are to be correctly tied. **ANKLE SOCKS OR NO SOCKS ARE NOT PERMITTED.**

Green or navy blue tights or knee high/trouser socks can be worn by the girls with skirts/skort/jumpers. No other color is acceptable.

Make-up, colored nail polish, acrylics, tips, etc. are not permitted. 8<sup>th</sup> grade girls are permitted to wear nail polish upon the discretion of the principal.

No hair dye, or highlights are permitted.

Only hunter green school sweaters and vests can be worn during school hours.

Dates for change from Spring/Fall uniform to winter uniform and vice versa will be determined by the Principal. Parents will be notified in writing or via our School Reach Phone Messaging System.

### **AFTER HOURS PROGRAMS**

We believe that various programs are a unique part of the school's curriculum. Special presentations may be held after school hours, e.g., Christmas Concert, Spring Concert, etc. Where applicable, students in the grades presenting these special programs are required to participate.

### **PERSONAL ARTICLES**

Please label all uniforms, coats, sweaters, boots, lunch boxes, book bags, gym apparel, etc. with your child's name so items can be returned promptly, if lost.