

Dear Parents, Students, Faculty, and Staff,

Welcome to school year 2011-2012! This handbook is designed to help you become familiar with the procedures and policies of our school. Please read it thoroughly, then print out the 2 signature pages at the end of the manual and return them to us by the first day of school.

We are blessed with a community dedicated to the support of our school. Along with our Pastor, Associate Priests, and Parishioners, we have a superb faculty and enthusiastic parent base. Our Home School Association (HSA) provides opportunities for fundraising, socializing, and informational meetings.

Our School Advisory Council (SAC) is comprised of parents and community members. Your input is not only welcomed, but essential. Each organization has many committees that require parent participation. Call the Main Office to learn how you can contribute to the success of Saints Philip and James School.

Mrs. Kucinski is our Vice Principal and Director of Advancement and Admissions. When I am out of the building, she, of course, is in charge.

Although I like to be accessible to parents, please understand my primary consideration is for the students and their needs. I plan to spend 75% of my day in the classrooms with our children. Therefore, I would appreciate your calling for an appointment when you have questions or concerns. Of course, e-mail is always an option: [francisco.judith@spsj.org](mailto:francisco.judith@spsj.org). When you contact me, please remember, the first question I will ask you is, "Have you spoken with the teacher regarding this matter?"

To communicate with our Faculty, please call the Main Office or e-mail them to our school e-mails. It is always [lastname.firstname@spsj.org](mailto:lastname.firstname@spsj.org). E-mails are accessible through PowerSchool, also. Even if you know our Faculty on a personal basis outside of school, we appreciate all school matters be discussed via our school e-mails or phones. We ask our teachers to return phone calls and e-mails within 48 hours. Teachers have 1 week to post grades on PowerSchool.

Everyone has been making plans for next school year, and we are very excited about the upcoming events. September, 2011 marks the 50<sup>th</sup> anniversary of our building. The week-end of September 30<sup>th</sup>-October 2<sup>nd</sup> is going to be busy. Mrs. Kucinski, HSA, and SAC have been, and will continue to, send out pertinent information regarding this event.

On a sadder note, this is the tenth anniversary of the tragic events that took place on September 11, 2001. Although our 8<sup>th</sup> graders were only in Pre-K at the time, I believe it is historically important to commemorate this day. On Friday, September 9<sup>th</sup>, we will have a short ceremony in our auditorium at 8:30 AM. Everyone is invited to attend.

Thank you for entrusting us with your children. We are all looking forward to a fantastic educational experience with them. God Bless.

Sincerely,  
Mrs. Judith Francisco  
Principal

BACK TO SCHOOL NIGHT: WEDNESDAY, SEPTEMBER 14, 2011, 7 PM, GYM

STUDENT/PARENT HANDBOOK

Of

SAINTS PHILIP and JAMES SCHOOL

137 Roseberry Street  
Phillipsburg, New Jersey 08865

Main Office            908.859.1244  
FAX                      908.859.1202

[www.spsj.org/school](http://www.spsj.org/school)  
[sspjschool@spsj.org](mailto:sspjschool@spsj.org)

## ***OUR MISSION STATEMENT***

***Saints Philip and James Catholic  
School educates for excellence  
through the knowledge, experience  
and compassion of Jesus so that  
spirituality, academically, socially  
and physically each child's greatest  
potential is achieved.***

## **Introduction**

This handbook exists to foster the efficient operation of Saints Philip and James School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Pastor and Principal have 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 parent/guardians.

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 promptly via our newsletter, and/or PowerSchool.

This handbook is intended to acquaint students and parents with the philosophy, policies, programs and regulations of Saints Philip and James School. Enrollment in the student body of Saints Philip and James indicates the acceptance of these policies and regulations by the students and their parents. All are expected to be familiar with the contents of this guidebook and abide by the rules set forth.

Observance of the regulations outlined will create a more efficient and pleasant school environment that will be beneficial to all in the Saints Philip and James community.

## **General Information**

Saints Philip and James is a co-educational Catholic parish school serving the youth of Warren and Hunterdon Counties, and portions of Pennsylvania, staffed by parish clergy, laymen and women.

Saints Philip and James School is situated on twenty-one acres in Phillipsburg, New Jersey. Our modern facility consists of twenty-four classrooms, our Chapel, The Holy Family Library, auditorium/gymnasium, cafeteria, computer lab, nursing facilities, and science lab.

Our students are drawn from St. Philip and St. James of Phillipsburg; St. Patrick of Belvidere; St. Mary of Alpha; Church of the Annunciation of Bloomsbury; St. Ann of Hampton; St. Edward the Confessor of Milford; St. Rose of Lima of Oxford; St. Catherine of Sienna in Pittstown; and St. Joseph of Washington; as well as areas of Pennsylvania.

While not fully handicapped accessible, the school makes reasonable accommodations to assist physically challenged students.

Saints Philip and James School is a smoke-free facility.

## **Accreditation**

Saints Philip and James School is accredited by the Middle States Association of Colleges and Schools. Our school received its 10-year reaccreditation during the 2008-2009 school year.

## **MANAGEMENT PLANS**

### **Asbestos Management Plan**

Annual Re-Notification required by AHERA

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) and Federal Regulation 40 DFR Part 763, we are required to notify you that an Asbestos Management Plan (AMP) is currently in place. The AMP file contains all necessary documents insuring compliance, covering activities such as, periodic surveillance and 3 year re-inspections. The AMP file is available for your review at any time. It is located in the Main Office. The designated person for all asbestos related issues for Sts. Philip and James School is Judith Francisco, Principal.

### **Integrated Pest Management (IPM)**

Annual notice of our IPM plan is hard-copied to our parents in our summer mailings, and presented to our new families upon enrollment. The complete plan is on file in our Main Office, with Mrs. Donna Kucinski, Vice Principal, serving as the plan's coordinator.

## **Our Mission**

We the faculty, students and staff of Saints Philip and James School are a Christ-centered community seeking to achieve the ideals of education and learning guided by a living faith and common worship. Each

person within our school is viewed as a unique and gifted individual made in the image and likeness of God, and chosen to be a brother or sister in Jesus Christ to those around them.

As we value this truth, all our endeavors, whether academic, spiritual, physical or social, are dedicated to building up unity within our school, based on the hope of a better world, founded on the knowledge, promises and friendship of Jesus Christ. In a particular way we seek to live out our Catholic faith by participating in works of charitable service sponsored by the local churches and communities around us.

As part of the Catholic Church, we show concern for our brothers and sisters in mission areas around the world by actively supporting them through our prayers and mission activities within the school.

Our school is centered on the Eucharist, and maintains a filial love for the Blessed Mother. By sharing the Bread of Life and honoring Mary as our diocesan patroness, we contribute to the deepening of God's love within our school and in the world.

### **Philosophy and Objectives**

In striving to develop a community characterized by intellectual and moral responsibility, the faculty, staff and students who labor and learn within Saints Philip and James School combine their individual talents, personalities, experiences and heritages.

The school endeavors to cooperate with parents and the community in developing young persons who not only possess the knowledge and skills needed for competence within our society, but who also live according to the values and convictions taught by Jesus Christ.

The administration, faculty and staff members must be persons willing to create an environment, through principle and example, wherein personal growth will flourish and actions will be guided by virtue. They must be persons totally committed to the pursuit of professional excellence and sensitive to the varied needs of the individual student.

We believe that the individual student has the right to be challenged through a structured, value-oriented education in preparation for life in an ever-changing society.

## **I. GENERAL SCHOOL/CLASSROOM POLICIES**

### **Office Procedures**

The school office is open from 7:30 AM to 3:30 PM. Contacting students during the school day is generally not permitted, but may be warranted in an emergency. Please call the Main Office in such a case. Students are not permitted to have cell phones turned on in school.

Messages for teachers may be left in the Main Office. Faculty members will return your call during their preparation time or after school. Our policy is that teachers will return calls within 48 hours. (excluding week-ends). Our faculty members have school e-mails: [lastname.firstname@spsj.org](mailto:lastname.firstname@spsj.org). (i.e. [francisco.judith@spsj.org](mailto:francisco.judith@spsj.org)). Again, we request a 48 hour turnaround (excluding week-ends).

Administrators are available for conference by appointment. Please feel free to contact administrators with your concerns, questions, or suggestions.

### **Parent Support**

The education of our students is a partnership between parents and school. Saints Philip and James aims to assist parents in this privilege and responsibility of leading young people to develop their own personalities and potentials in order to be prepared as responsible members in today's society.

Parents' attitude toward the school and teachers is most important, as it will be reflected in the attitude of the child. Parents are asked to maintain a united authority between themselves and the school. Children should view the classroom teacher as an extension of parental authority.

Parents are reminded that criticism, complaints, and gossip are absorbed by the child and become part of his/her education. Obedience cannot be taught in school if it has not been taught at home.

If in the opinion of the administration, this partnership is irretrievably broken, this school reserves the right to require parents to withdraw the child/ren.

In addition to paying tuition, every parent is required to perform 25 hours of service to the school per school year. In lieu of these hours, you may pay \$25 per hour. We have a number of activities to satisfy these hours, including Carnival, H.S.A. activities, painting and organizing areas of the school. Normally, Bingo is included in our list of activities. If you do not wish to work Bingo, notify the school in writing and we will find an alternate activity for you to satisfy this 25 hour requirement.

### **School Problems**

It is important that there be a consistency of authority between parent and teacher. It is good policy to withhold judgment on what appears to be a grievance until all the facts are gathered. The following guidelines are offered as useful tools in solving difficulties of this nature:

- a. Contact the proper person(s) as soon as possible.
- b. Classroom teachers appreciate FIRST calls.
- c. Contact the administrators if unsatisfied.

In most cases, problems can be resolved with little difficulty. Problems discussed with neighbors and friends are often exaggerated and cause greater misunderstanding than the situation warrants.

## Admission

### Non-Discrimination Policy

Saints Philip and James School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. Saints Philip and James School does not discriminate on the basis of race, color, national and ethnic origin, nor disabilities that require reasonable accommodations, in the administration of its educational policies, admission policies, and other school-administered programs. While philosophy of education is based upon Catholic principles and values, Saints Philip and James welcomes students with other religious backgrounds. \*An I-20 INS is required for non-American citizens.

Whenever available spaces are limited in any given grade level, preference will be given to:

- a. Registered parishioners of the supporting parishes who currently have siblings in the school
- b. Catholic students registered in parishes other than those supporting the school who currently have siblings in the school.
- c. Registered parishioners of the supporting parishes who currently have no siblings in the school.
- d. Catholic students registered in parishes other than those supporting the school who currently have no siblings in the school.
- e. Un-registered, or non-Catholic students.

Waiting lists for grade levels are maintained for one academic year only. Re-registration is required for the succeeding academic year.

A child, who is 3 years of age on or before October 31, and able to use the bathroom facilities unassisted, may be admitted to the Pre-Kindergarten three-year old program. A child, who is 4 years of age on or before October 31, and able to use the bathroom facilities unassisted, may be admitted to the Pre-Kindergarten four-year old program. A child who is 5 years of age on or before October 31 may be admitted to the Kindergarten program. A child who is 6 years of age on or before October 31 may be admitted to First Grade.

Ages must be verified by a birth certificate and immunizations must be complete. A Baptismal Certificate and verification of reception of any additional sacraments are required of Catholic applicants. After meeting age requirements, students entering by transfer from another school are admitted upon application and proof of satisfactory completion of work at the previous grade level.

All admissions are subject to a 60 day probationary period.

### Immunization Requirements

**AN APPLICATION WILL NOT BE CONSIDERED COMPLETE UNTIL ALL PAPER WORK HAS BEEN SUBMITTED, INCLUDING IMMUNIZATION RECORDS. NO REQUESTS FOR RELIGIOUS EXEMPTIONS WILL BE CONSIDERED.**

*Please check with your pediatrician or Warren County Health Department if you have concerns about the recommended vaccinations. We must follow guidelines provided by the State of NJ for schools. These guidelines are summarized here, and can be accessed in full on our web site under the "Parents" tab. At time of publication, these are the minimal requirements. Our students must abide by any updates or adjustments to these requirements.*

#### Minimal Immunization Requirements for School Attendance in New Jersey

- DTaP:** (age 1-6 years): 4 doses, with one dose given on or after the 4<sup>th</sup> birthday, OR any 5 doses.  
(age 7-9 years): 3 doses of Td or any previously administered combination of DTP, DTaP, and DT to equal 3 doses.
- Tdap:** (Grade 6, or comparable age level for special education programs): 1 dose.
- Polio:** (age 1-6 years): 3 doses, with one dose given on or after the 4<sup>th</sup> birthday, OR any 4 doses.

	(age 7 or older): any 3 doses.
<b>Measles:</b>	If born before 1/1/90, 1 dose of a live measles-containing vaccine on or after the first birthday. If born after 1/1/90, 2 doses of a live measles-containing vaccine on or after the first birthday.
<b>Rubella/Mumps:</b>	1 dose of live mumps-containing vaccine on or after the first birthday. 1 dose of live rubella-containing vaccine on or after the first birthday.
<b>Varicella:</b>	1 dose on or after the first birthday.
<b>HiB:</b>	(age 2-11 mon): 2 doses (age 12-59 mon): 1 dose
<b>Hepatitis B:</b>	(K-Gr. 12): 3 doses, or (age 11-15 years): 2 doses
<b>Pneumococcal:</b>	(age 2-11 mon): 2 doses (age 12-59 mon): 1 dose
<b>Meningococcal:</b>	Entering Grade 6 (or comparable age level for special education programs): 1 dose.
<b>Influenza:</b>	(ages 6-59 months): 1 dose annually between September 1 and December 31.

### **Attendance**

We believe regular attendance and participation in classes, along with interaction between student and teacher, as well as interaction among students in class, is a vital and an integral part of the learning process. Attendance is viewed as a prerequisite to achieving educational ends.

All absences must be verified with a call to the Main Office (908.859.1244) by the parent or guardian by 8:30 AM the morning of the absence. Following the day of absence, a student must bring a note from parent/guardian to the homeroom teacher, stating the reason for the absence and listing the dates the child was absent. A student who is absent five (5) consecutive days must bring a doctor's verification of illness to the Main Office. If there was a contagion, a doctor's note is required for re-entry.

Any student absent from class is required to make up all work missed. Although it is impossible to make up much of what occurs in the structured classroom setting, it is the responsibility of the student to obtain the work.

Vacations during the school year are strongly discouraged. Make up work and tests must be completed within one week of the student's return.

If a student is absent from school due to illness or a disciplinary action, he/she will not be permitted to take part in extracurricular activities that afternoon or evening, unless a reprieve is granted by the administration. If the absence is due to another reason, the school reserves the right to make an individual judgment regarding same-day extracurricular participation.

All students are required to attend, and participate in, all classes and activities sponsored by the school during the academic day.

### **Arrival and Departure**

The school's responsibility for supervision of students begins at 7:45 AM in the school cafeteria and ends at dismissal (12:15 PM on early dismissal days; 2:38 PM on regular dismissal days). As a courtesy, our cafeteria doors usually open at 7:30 AM.

Students arriving at school before 8:00 AM are to report to the cafeteria via the lower level front entrance. Students must remain in the cafeteria until 8:00 AM unless they have specific appointments with administrators or staff members. Under such circumstances, the student must obtain a pass from the cafeteria monitor.

Under NO CIRCUMSTANCES shall students be in the building or on the grounds (including the PLAYGROUND AREA) in an unsupervised capacity.

Students are not permitted to leave the school grounds unauthorized at any time once they have arrived for the day. A parent or guardian must come to the Main Office to sign students out if they must leave before dismissal time. If child returns to school after an appointment, parent/guardian should sign child in at the Main Office and provide a physician's or dentist's note. In every instance of leaving school early, students are responsible for completing the missed required work.

At afternoon dismissal time, bus students gather in the gym and are escorted to proper bus, walkers/car riders are escorted to the cafeteria by homeroom teachers. Students may not leave the cafeteria until parents are visible on our plaza. Please do not bring your pets out of the car and onto our parking lot or plaza. Many of our children have allergies and/or fears.

If you choose to have your child walk home or to the library, please submit a written permission note to the homeroom teacher. If the method of dismissal changes at any time, please submit a note to the homeroom teacher, or call the Main Office in an emergency.

Children will be supervised in the cafeteria until 3:00 PM at which time they will be escorted to the Main Office to await pick-up.

### **Lateness/Tardiness**

Promptness is an essential requirement in our daily lives and should be developed during the school years. If a student arrives to school after 8:00 AM, he/she, accompanied by a parent/guardian, must go directly to the Main Office for an admittance slip.

A student who is late must present a written excuse stating the reason for the tardiness, if not accompanied by a parent.

After receiving 5 tardy slips, student will receive one (1) lunch time detention.

### **Court Orders**

SSPJ abides by the provisions of the Buckley Amendment and non-custodial parents will be given access to unofficial copies of school records, and to our teachers, in the absence of a court order to the contrary. Divorced, separated and/or never married parents must file a court certified copy of the custody order. Parents need to inform the child/ren of the custody rules.

The school will permit only the custodial parent, or his/her designee (designated in writing), to pick up the child/ren during or at the end of the school day, unless the court certified document states differently.

### **Parental Rights to School records**

Our standard practice is to send all information to the custodial parent. If there is a dual custody, or if the non-custodial parent wishes information regarding report cards, school calendar, etc., SSPJ should receive a request for this in writing. As stated above, we abide by the Buckley Amendment. If the request parallels the court custody agreement, we are most willing to communicate.

### **Homeroom**

Morning prayers, the Pledge of Allegiance and announcements will be conducted in the cafeteria at 7:55 AM. Teachers will then escort their classes to homeroom for taking of attendance and lunch count. First period classes begin at 8:15 AM. A student arriving after 8 AM is considered tardy.

### **Hall Regulations**

During the passing of classes, students are to keep to the right of the corridors and proceed in a prompt and orderly manner. Students are to remain silent while moving through the corridors. Do not linger in the halls or congregate at the lockers. Students are to proceed immediately to the next class without stopping in another classroom, lavatory, or at the drinking fountain. We permit water bottles to be carried to class.

Students are permitted to be in the corridors or stairwells only during passing time. No student will be permitted in the corridor or in the lavatories during class time without a pass. Passes will be issued at the discretion of the subject teacher. Students are never to assume permission to leave class or to leave the school grounds.

### **Lockers**

Student lockers remain the property of the school and are on loan to students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations. On presentation of the proper warrant, lockers are subject to search by law enforcement officials.

Lockers are to be kept clean at all times. Periodic clean out of lockers will be held during the school year. Food is not to be left in the student's locker overnight. Students are responsible for the care of their locker. Any damage by the user directly or through neglect will be the financial responsibility of the student and/or parents.

ONLY ONE family picture may be displayed in the locker. Magazine/newspaper/Internet pictures, etc. are not permitted in school. Outside of lockers are not to be decorated. Only school locks may be used; other locks will be removed by the building custodian. The school is not responsible for lost or damaged articles and strongly discourages leaving valuables inside lockers.

Students are permitted at lockers only during teacher specified times.

### **School Search Policies**

In addition to lockers, the school reserves the right to search anything on school property, including text messages, voicemail, and e-mail.

Students represent SSPJ at all times (24/7). If they engage in conduct whether inside or outside the school that is detrimental to the reputation of the school, we reserve the right to take disciplinary action, including, but not limited to suspension or expulsion.

### **Cafeteria Policies**

Our Nutrition Wellness Plan is available for perusal in the Main Office. Standard food platter includes entrée, milk, and dessert. Cost for students is **\$3.00**. If platter contains less than above, cost is still as stated. Additional food added to a platter will be charged accordingly. Students may purchase meals with cash, or parents may pre-pay and keep track of totals via our PowerSchool program. Students may purchase milk, water, and certain items listed on the monthly menu ala carte. PK and Kindergarten students may purchase milk for snack time on a weekly basis (\$3.00 for the week; \$.60 per milk). All snacks must be purchased with cash. We will always allow students to charge lunches, even if the balance on PowerSchool is in the negative, unless the parents tell us differently. We will never let a child miss lunch!

The student dining room facilities are provided for lunches and special occasions. Students using these facilities are expected to maintain a clean, orderly atmosphere. Food and beverages are not to be taken out of the student dining room. All refuse must be deposited in receptacles provided.

Lunchroom tables are to be left clean by the students using them. Failure to do so will be reported by the proctors, and repeated offenses will result in disciplinary action and the restriction of a student (or students) to an assigned table.

Proctors both in the cafeteria and outside of it are the school authorities in charge of supervision. Their directives to students should be obeyed. Students are to use the lavatory off the kitchen area. If a student has a lunch time appointment with the Main Office or a specific teacher, a pass should be presented to the lunchroom monitor. If an emergency necessitates a visit to the nurse's office, the lunchroom monitor should be notified so that assistance may be arranged.

### **Recess**

Good sportsmanship is to be exhibited at all times. Tackling, fighting, keep away, running (unless in an organized, outside game) or any form of rough play is not allowed at recess. Designed use only, of playground apparatus, is strictly enforced.

### **Care of School Property**

The school building and grounds are maintained for the use, not abuse, of students. Keep school property as clean as possible so that we can all be proud of the appearance of our campus. Appropriate fines and charges will be assessed in cases of damages and vandalism.

### **Library**

Our Holy Family Library facilities are available to all students of Saints Philip and James. Every child in the school is provided with the opportunity to visit the library weekly.

Books are charged for one week and may be renewed by the librarian. A fine of five (5) cents per day will be charged for overdue books. No pupil owing a fine may borrow another book until the fine is paid. All damaged and lost books must be paid for by the person to whom the book is charged.

### **Emergency Plans**

Our school has emergency lockdown, evacuation, fire drills, and 'sheltering in' procedures in place, studied and practiced by our faculty and staff members. If the need arises, our students may be evacuated to appropriate facilities depending on their location in SSPJ when the emergency occurs. Parents will be notified via our Instant Alert system as to their child/ren's location.

In the event of a need to exceed our regular emergency lock-in and evacuation plans, SSPJ has made provisions for 'sheltering in'. On the basement level of our school, there is a facility without exterior windows, (Room B-1). Supplies will be available in this location, in the event our children need to be protected. Specific information has been forwarded to our Catholic Schools Office, the local Police, Fire and EMS Departments.

For evacuation purposes, exit directions for each room in the building are posted. These directions specify the route to be taken for a fire drill, evacuation to the above mentioned locations, and alternate routes.

General procedures for evacuating the building are:

- Students are to follow designated exit instructions. Students in corridors, stairwells, or other areas having no posted directions are to proceed to the nearest exit.
- Students are to walk rapidly, quietly, and in good order to the assigned exit.
- Students will remain in their class group and assemble 100 feet beyond the building with their teacher. Students not in class during the drill will report to the nearest faculty or staff member.
- All doors are to be closed and lights turned off.
- All driveway areas are to be cleared for emergency vehicles.
- All students, faculty, staff, and visitors are required to leave the building during a fire drill or evacuation.
- Students, faculty, staff, and visitors are not to re-enter the building until notified to do so by their teachers.

### **Field Trips**

Periodically students are taken on field trips as part of their educational program. Participation in field trips is a privilege. The Principal shall determine if a student may or may not participate in a field trip. Students will be representing themselves, their families, their school and their community while on school trips. Full cooperation and excellent behavior is required. Such trips are made only with the permission of the parent or guardian. When such trips are being planned, Diocesan permission slips will be sent home to be signed by the parent or guardian, **notarized**, and returned to the teacher. Only the standard Diocesan permission forms can be accepted. Walking trips within the school area that are part of schoolwork will be taken without the usual parental consent.

Students are expected to wear clothing approved by the Principal and trip moderator on class trips. In all cases, clothing must be modest and in good taste and should reflect the values taught in a Catholic school. Students dressed inappropriately will not be permitted to participate in the field trip.

The classroom/substitute teacher and other adults supervise all field trips. Students in grades 6, 7, and 8 must be eligible for trips both on the day of the trip and on the day names are submitted for approval.

Medications will not be administered by teachers or chaperones on field trips. If a child requires medication/special medical attention during a field trip, please discuss this with the school nurse **prior** to the trip so that arrangements can be made. Our school nurse does not accompany children on class trips. The school reserves the right to require the parent to attend the trip.

The following policies have been adopted by the Diocese of Metuchen concerning field trips. They cover all activities that take place outside of the normal school facilities:

- All field trips must be educational in nature
- A signed Diocesan approved parental request form must be obtained from the trip moderator, signed, notarized, and returned prior to the activity.
- The supervising teacher should be in possession of these forms throughout the activity. A copy of these forms will be kept at the school during the duration of the activity.
- Permission forms are necessary to inform parents/guardians of the nature of specific events that occur outside of school facilities and to expedite emergency medical treatment when necessary. Permission forms **do not** alleviate the responsibility of the supervising adults to exercise reasonable care and responsible supervision.
- In the event of an emergency, reasonable effort must be made to contact a parent or guardian prior to seeking appropriate medical attention. Since there is a possibility that local hospitals **may not** treat a non-life threatening injury unless the supervisor has a notarized form of "Permission to Treat", or, the parent is physically present; it will be necessary to have parents not only sign a "Permission to Treat" form, but to have the form notarized.
- Approved buses must be used for transportation for all field trips. On long journeys such as out-of-state travel, the students must be transported in approved coaches rather than standard school buses for the safety and comfort of all those involved with the trip.

### **Assemblies**

Assemblies of educational value and entertainment are offered. Students are to report to such assemblies as directed and in an orderly and prompt manner. Students are to sit in the assigned area with their class and under the supervision of their teachers.

The individuals involved in presenting the assembly are deserving of your attention and respect, as are your fellow classmates. Distracting, disturbing or discourteous acts not only illustrate immaturity, but also embarrass your peers and the school. Personal attention seeking and spirit are not the same things. Show you know the difference!

Remember that all school assembly programs are a privilege. Students demonstrating the inability or unwillingness to exercise proper conduct may be restricted from future assemblies.

### **Liturgies**

The integration of religious truth and values with the rest of life is brought about in the Catholic school. The Religion curriculum and liturgies are appropriately planned for the children, and we expect all members of the student body to attend and participate in both regardless of religious affiliation.

### **Christian Service**

Children are encouraged to render service to the school community as well as to local, civil and global communities.

### **Tuition**

Tuition and fees as outlined on our enrollment contract, may be paid in ten (10) monthly payments starting in August through the school's authorized collection agency. An annual enrollment fee of \$41.00 will be deducted from the responsible party's account within 14 days of enrollment in the plan. Our \$800 annual fundraising fee may be paid in these ten (10) monthly payments. As always, a 3% discount on tuition is offered to those who pay in full prior to July 31.

The first tuition payment must be made in order for your child/ren to start school in September. Of course, exceptions can be made when parents have consulted the Pastor.

The tuition contract with the school's authorized collection agency requires the full payment of tuition under all circumstances. Withdrawal, suspension, or expulsion does not terminate a parent/guardian's responsibility to pay the full tuition.

The school has the right to deny privileges such as field trips and extra-curricula activities, and/or suspend service to a student for non-payment of tuition and/or fees.

### **Dances and Activities Nights**

Dances are sponsored by the school primarily for the enjoyment and benefit of students. The Administration specifies the rules, including dress code regulations, for each dance and activity night. The Administration has the right to restrict students from school dances and other school social events.

SSPJ students under suspension may not attend the event.

### **Visitors**

All visitors and volunteers must sign in at the office. **Parents are requested not to go to classrooms before or during school hours for any reason.** Parents bringing in things forgotten by the children are to bring them to the Main Office.

The school is a place of business for students and teachers. To ensure safety and avoid disturbance, visitors are restricted to students considering attending Saints Philip and James School. In every case, the student wishing to bring a visitor must present a note to the Principal or Vice Principal at least three days in advance of the visit signed by his/her parent or guardian. If approved, the visitor must report to the Main Office on the day of the visit to receive a visitor's pass. Visitors must be appropriately attired.

### **Personal Property**

All articles of clothing or personal items subject to loss should be **clearly and permanently labeled**. SSPJ assumes no liability for personal belongings brought to school and lost or damaged.

Money that is sent to school for a specific event or purpose should be placed in a sealed envelope and identified with the child's name and homeroom, the amount enclosed and its purpose.

### **Personal Entertainment Articles**

Any electronic device not required by teachers for classroom use, including, but not limited to radios, iPods, CD players, tape players, walkmans, recorders, cameras, electronic games, beepers, miniature televisions, water pistols and balloons (or anything resembling a weapon), inappropriate cards or games,

etc., because of their value and potential for disturbing classes or individuals, are not permitted in the school. Any such item found in the school will be confiscated and retained by the Administration until claimed by the parent or guardian. No toys from home should be brought to school, unless for educational purposes (e.g. show and tell), and then displayed only during appropriate times. These items should be carried in a bag, labeled with the child's name.

Understanding your desire for communication in case of emergencies or time change in bus arrival, cell phones are permitted. However, they must be turned off and kept inside backpacks until after school hours. SSPJ assumes no liability for the loss or damage to any electronic devices brought to school. Any phone seen or heard, will be confiscated by Staff member and/or Administration and held in the Main Office. First offense, phone will be returned to student. Second offense, phone will be returned to parent. Third offense, phone will be returned to parent after receipt of \$25 fine. Any further offenses will result in further disciplinary action which may include suspension.

SSPJ assumes neither responsibility nor liability for confiscated items.

### **Dangerous Items**

Under no circumstances are students to possess dangerous items at any time during the school day. These are items of potential hazard to others or to property. Such items will be confiscated, parents contacted, and appropriate action taken.

***The Principal and the Pastor have signed a Diocesan approved Memorandum of Agreement with NJ law enforcement agencies to report serious offenses and crimes if they should take place at SSPJ.***

### **Lost and Found**

Lost articles found in or on school property, must be returned to the Main Office. Such articles may be claimed after satisfactory identification. Articles not claimed within a reasonable amount of time will be discarded.

Students are encouraged to make sure that their names are on everything they bring to school (e.g. sweaters, sweatshirts, lunch boxes, hats, gloves).

### **Student Health Services**

Children should not be sent to school if ill before they leave home. Children should be fever free, no vomiting or diarrhea for twenty-four hours before returning to school, as well as having and tolerating 2 regular meals. Children diagnosed with a communicable disease, such as strep throat, conjunctivitis, etc., need to have been taking antibiotics for 24 hours before returning to school. The school nurse is available for any student who feels ill or is injured during the school day. In the event of an accident, no matter how minor, the student should report that accident to the nurse immediately. In the event of serious accidents or illness, emergency care will be given and the parents will be notified. The school is responsible only for immediate first aid. The legal responsibility for medical care rests with the parents.

Physical examinations by your family doctor are required for all new students, and all students entering 4<sup>th</sup> and 7<sup>th</sup> grades. Students are screened annually for height, weight, blood pressure, vision, hearing, and scoliosis (10 yr.). Any discrepancies are noted, and/or referred for follow-up.

The Emergency Form must be completed and returned to the office before the first day of school. Inform the office and school nurse of any changes during the year.

If your child has a medical condition, the school nurse needs to be aware of your child's special needs related to his/her diagnosis.

### **Emergency Information Forms**

These forms are distributed to the children at the beginning of the school year. It is imperative that you are reasonably sure the people whose phone numbers are listed on this form will be in their homes during the school day. It is the responsibility of the parent to notify SSPJ of any updates or changes in the names and numbers on this form.

### **Policy on Administration of Medication**

Saints Philip and James School strongly discourages the administration of either prescription or non-prescription medication in school or on school-sponsored activities. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

- A. A parent/guardian should come to the school and personally administer the medication.
- B. If this arrangement is not possible, the school nurse will administer the medication if the following conditions are met:
  - The medication is given to the school nurse by the parent/guardian 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. This requirement is a NJ state law and includes non-prescription as well as prescription medications.

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 Administration of Medication in School" form. This form is available from the school.

Students may **not** keep any medication in their possession. All medications must be kept in the health office. This includes over-the-counter medications, such as cough drops.

Lip balm, sunscreen, etc. should be applied at home and left at home. The school nurse has Vaseline for such problems.

### **Students Medically Excused from Physical Education Classes**

Temporary absence from the physical education program requires a written statement from a physician and is given to the physical education instructor, who will pass it on to the nurse. Extended absence from the physical education program requires a written statement from a physician and is filed directly with the nurse. Permission to return to the program must also be in writing from the physician. Students excused on a temporary basis from physical education will remain in the gym with their class.

### **Food Allergy Policy**

Saints Philip and James School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Saints Philip and James School will maintain a school wide procedure addressing life threatening reactions and maintain an Emergency Action Plan or any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

In order to minimize incidence of life threatening allergic reactions, Saints Philip and James School will provide training and education for all Saints Philip and James School staff. In conjunction with student's parent/guardian and primary care provider and/or allergist the school will maintain an Emergency Action Plan for any student identified with a potentially life-threatening allergy.

The training will be provided to ALL school employees (including office staff, food service staff, etc.):

- A description/definition of severe allergies and a discussion of the most common food, medication, latex, and stinging allergies.
- The signs and symptoms of anaphylaxis.
- Specific steps to follow in the event of an emergency.
- Completion of an 'Evaluation Form' by each employee after training.
- Activating Emergency Medical Response – Dial 911.
- Location of emergency Epi Pen.
- Policy and procedure will be reviewed at the beginning of every school year.

### **Counseling Services**

Saints Philip and James School participates in a counseling program. A trained counselor is available one day a week to address school and other related issues with students. Any student may request to see the counselor. Faculty or administration may request the counselor speak with a student. It is our policy that the counselor may speak with a student one time before notifying parents.

Our counselor, administration, faculty, and staff, maintain the confidentiality of the student unless it involves health, safety, or sanctity of life.

As need may warrant, the school recommends specialized counseling services through the auspices of Warren County Hospital and other private agencies.

*New Jersey State law requires any person who has reasonable cause to believe a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.*

## **Transportation**

Students are under the jurisdiction of the school from the time they board the bus until the time they are returned home after dismissal. Any violation of proper bus behavior will be resolved according to school rules and the seriousness of the infraction.

**\* The school may NOT grant permission for a student to ride or exchange buses due to insurance regulations.**

The bus driver is the designated authority on all school buses and students will comply with the rules and regulations of the driver in an orderly and respectful manner.

### **Student Conduct in Respect to Bus**

- Students must adhere to the bus schedule. Missing the bus is not an acceptable excuse for absence. Students who miss the bus must find other means of transportation that day.
- Students are required to conduct themselves in an orderly, well-behaved fashion.
- Students are not to distract the driver from his/her duties.
- The use of tobacco in the bus is forbidden.
- Possession of matches or lighters on the bus is forbidden.
- Littering the bus or throwing items out bus windows is prohibited.
- Students are to remain seated while on the bus.
- Students are to keep head and hands inside of bus windows.
- Students who deface or damage the bus in any way shall be, along with the parents or guardians, financially responsible for restitution.
- Students may not leave the bus except at the regular stops.
- Courtesy and respect must be shown to fellow passengers, persons along the route, and the bus driver.
- Profanity on the bus will not be permitted.
- Any complaints concerning the bus, its driver, or individuals on the bus are to be reported to the transportation coordinator.
- Students are not permitted to switch bus routes nor can permission to do so be obtained from the school office.
- Only children who are eligible may ride the bus.

If a student misbehaves on the bus, the bus driver will prepare and submit a written bus conduct report. A copy of the report will be sent to the Principal and one to the parents. If two reports are received, the student may be suspended from the bus. If a third report is received, the student may be suspended for an extended period of time. During these suspensions, it will be the responsibility of the parent/guardian to transport the student to and from school. Further bus conduct reports may result in permanent suspension from the bus. Please note that New Jersey School Law states: "A pupil may be excluded from the bus for disciplinary reasons by the Principal and his/her parents shall provide transportation to and from school during the period of such exclusion".

Parent complaint protocol is contact with the bus driver, the bus company, then SSPJ.

All regulations for buses, where applicable, extend to school buses and vans used for curricular or extracurricular activities.

## **Bus Reimbursement**

According to state law, students attending private schools are entitled to either bus transportation or a reimbursable fee if the local district does not provide bus transportation to the public school.

If a local district does not bus public school children it is not required to bus non-public school children or reimburse their families.

## **Support of School**

We ask parents to contribute to school activities, to our volunteer programs in school and to Home/School Association fund-raising projects. Each year parents are asked to complete a parental assistance service form. As part of our Protecting God's Children focus, our parent volunteers are asked to be fingerprinted and registered through the New Jersey mandated agency, MorphoTrak. Information may be obtained from the Main Office, and application made on-line.

Officers of HSA are:

President: Liane Bloeser  
Co-Vice Presidents: Sara Monus and Jennifer Tavornima  
Treasurer: Elyse Lavigne  
Recording Secretary: Colleen Torrey  
Corresponding Secretary: Patrick McLoughlin

### **Parent Bulletins**

Our school calendar, Student/Parent Handbook, monthly lunch menus, and weekly information packets are sent home to our parents via e-mail. It is essential you keep the Main Office up-to-date on any changes in your e-mail address. Accommodations are made for those families without access to the Internet.

### **School Supplies**

School supplies such as rip-out tablets, journals, and assignment pads **may** be purchased at the school store. Monies should be submitted in a sealed envelope with child's name, homeroom and order written on the outside. Orders will be filled and delivered to homerooms on days the chairperson designates.

### **Telephone Guidelines**

Children may request the Main Office to place necessary phone calls to their homes. Student cell phones are not permitted to be used on school premises.

Please do not call the office to ask that personal messages be delivered to your children because the secretarial staff has many school matters to accomplish during the day. Please be sure your children are well instructed before they leave home in the morning, especially regarding **DISMISSAL** changes. In case of **emergency**, we will honor your request.

### **Student Council, Grades 6, 7, 8 and limited 5**

The junior high student council sponsors charitable activities, services to the school community, and recreational activities for the junior high students. The 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders elect officers from among the students in their grades. Thus, the students learn how the democratic government works and they become actively involved in their community and government.

Students running for, and holding, Student Council offices must meet all academic and disciplinary eligibility requirements.

### **National Junior Honor Society, Grades 6, 7, 8**

National Junior Honor Society is a worldwide organization that consists of many chapters in middle schools (grades 6-8). Selection is based on five criteria: citizenship, service, leadership, scholarship and character. Members must maintain a high grade point average (the national minimum is 3.5), and become good citizens (by participating in service projects). The NJHS requires school service to the community, school, or other organizations. The projects help students meet the required service hour total monthly.

### **Yearbooks**

The yearbook moderator is responsible for the design and layout of the yearbook. Yearbook orders usually are placed by March 1.

### **Instant Alert Program**

Saints Philip and James School has implemented the Honeywell Instant Alert System. Families will be notified within minutes of an emergency, school closing or any other important information that needs to be communicated. Registration procedures for Instant Alert are located on our web site:

[www.spsj.org/school](http://www.spsj.org/school).

### **Emergency Closings**

In addition to the previously mentioned Instant Alert System, school closing information will be carried by radio and television stations serving the area:

TV: Channel 8 (Service Electric Cable—WFMZ 69)  
Radio: 99.9 FM; 100.7 FM, 107.1 FM  
Internet: [www.wfmz.com](http://www.wfmz.com)  
[www.spsj.org/school](http://www.spsj.org/school)

Emergency school closings after school is in session for the day will be announced as above, including Instant Alert. Children will be supervised by the teacher or a school administrator until picked up by the parent.

Occasionally, buses will arrive prior to our regular dismissal. It is our policy not to allow a child to depart early without a conversation with the parent on the day in question. Every effort will be made to contact the parent before the bus departs. If we cannot reach the parent, the child will remain in school for parent pick-up at the regular dismissal time. If necessary, the child may attend our After Care program for that day.

## **II. CURRICULUM AND INSTRUCTION**

### **Curriculum Coordinators**

The 2011-2012 Curriculum Coordinators are:

Father John Barbella, Pastor, Religion Coordinator  
Mrs. Sharon Hillhouse, Faculty Member, Religion Coordinator  
Mrs. Judy Francisco, Principal, Overall Curriculum  
Mrs. Donna Kucinski, Vice Principal, Director of Advancement and Admissions, Language Arts Curriculum Coordinator, Staff Development Chairperson  
Mrs. Eileen Dean, Faculty Member, Science Coordinator  
Mrs. Cindy DePillo, Faculty Member, Enrichment Committee Chairperson  
Mrs. Kathy Korp, Faculty Member, Middle States Steering Committee Chairperson  
Dr. Mary O'Sullivan, Faculty Member, Social Studies Coordinator  
Mrs. Donna Sharkey, Faculty Member, Christocentric Committee Chairperson  
Mrs. Tracy Urbina, Technology Coordinator

### **Textbooks**

All books, including workbooks, must be neatly covered. No writing or drawing is permitted in books or on covers.

If a book is lost or destroyed, the cost of replacement is the responsibility of the student and parent(s).

Textbooks are loaned to the student who is responsible for their proper care. All students must have a book bag or similar carrier for taking books to and from school.

### **Family Life Curriculum**

The Family Life education program is an integral part of the religious education curriculum and is mandated by the Bishop for all Catholic elementary schools.

### **Grading**

Most grades in Grades 1 through 8 are recorded numerically by teachers. Semesters and final grades are averaged. Numerical values are translated into letter grades for the report card.

### **PowerSchool**

SSPJ utilizes the Diocesan web-based record-keeping program, PowerSchool. Parents have the capability to access student's progress, assignments, and report cards via the Internet. Information regarding access, procedures, responsibilities, and passwords will be forthcoming during the school year.

### **Report Cards/Progress Reports**

Report cards are issued to students in Grades 1 through 8 four times per year. All 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders will consult with the administrators each marking period to track progress. Once report cards are distributed, a parent has 10 school days to dispute a grade.

Parents will be reminded to check student progress on PowerSchool, mid-quarter 4 times per year. Teachers will input grades and comments for these progress reports.

### **Explanation of Grades**

Letter grades are determined as follows (grades 3-8):

A+.....100-97	C+.....84-80
A.....96-93	C.....79-75
B+.....92-89	D.....74-70
B.....88-85	F.....69 and below

In grades 3-8, music, art, and physical education are graded as follows:

O – Outstanding	N – Needs Improvement
G – Good	U – Unsatisfactory
S – Satisfactory	NA – Not Applicable
I – Improvement Shown	

Report Cards for grades 1 and 2 use the following code for all subject areas:

O – Outstanding	S – Satisfactory
VG – Very Good	N – Needs Improvement
G – Good	U – Unsatisfactory

Report cards are issued to Kindergarten students three times each year. The code for a Kindergarten report card is:

C – Consistently Observed
S – Sometimes Observed
√ - Practice and Support Needed
N/A – Not assessed during this marking period

Progress reports are issued for pre-kindergarten students 3 times each year. The code for Pre-K is the same as Kindergarten.

### **Grades 6, 7, 8 Elective Report Card**

The elective subject progress information is an insert within the tri-fold card and graded with the letter grades for grades 3-8.

Students having assistance from Phillipsburg, for example, Basic Skills, Speech, etc., will receive progress reports from their supportive teachers within the SSPJ report card envelope.

### **Failure Notices**

Possible/probable course failure/retention notices are mailed after the third quarter report cards. Students receiving these notices will be asked to meet with an administrator.

### **Parent Teacher Conferences**

Parent-teacher conferences are held periodically. These conferences are held to facilitate an exchange of information between parents and teachers about a child to ensure better understanding of the child's needs. Informal conferences may be requested by parents or teachers as needs arise.

Please do not come into the building in the morning or at dismissal to talk to a teacher. Teachers have appointed duties at these hours and parental interference disrupts carrying out these duties. Please phone for an appointment.

### **Honor Roll Grades 6, 7, and 8**

A student at SSPJ may achieve one or two honor rolls: Pastor's or Principal's. Honor roll inclusion is determined each of the four marking periods of the academic year.

Attaining the Pastor's Honor Roll requires a grade point average (GPA) of 3.8 or above. Attaining Principal's Honor Roll requires a 3.5 to 3.79 GPA. The GPA includes all subject areas except elective courses. The five core curriculum subjects (Religion, Math, Social Studies, Science, and Language Arts) are weighted 80%, all ancillary courses, 20%. We require an "A" or "B" in elective courses to qualify for Honor Roll, along with satisfactory progress in our PLC courses.

Certificates are presented to the students who achieve either Honor Roll following the distribution of report cards each marking period.

### **Academic Requirements**

A student is promoted only if he/she has successfully completed the requirements of the grade level. The final decision on promotion or retention rests with the Principal. A student who fails two or more subjects will be considered for retention. Lack of maturity in work habits, in social relationships, in academic skills of reading and math may warrant a child's retention in grades K, 1, and 2.

The records of students, grades 3-8 failing three subjects, will be reviewed by the Principal to determine the students' status at SSPJ.

### **Standardized Testing**

McGraw-Hill Terra Nova (grades 1-8) and the ACRE Religion Test (grades 5 and 8) are administered to students. Profile sheets are distributed to parents upon return of the test results. Test results will be entered on each student's permanent record card.

If time allows, students absent from testing will be tested as soon as possible after their return to school, during the test week only.

### **Access to Student Records**

Parents/Guardians have the right to view their child's academic record, academic standardized test results, health records and emergency information from. These records can be made available upon request.

Records attached to publicly funded services provided through the local Board of Education are the property of the Board. The school is not permitted to distribute this information. A parent wishing to review these records must apply to the Board.

Transcripts of academic and health records may not be given to parents. All requests for transfer must be submitted from the sending school.

### **Student Record Changes**

When a student's address or home phone changes, it is very important that the new information be reported to the Main office as soon as possible. Changes in parents/guardians' work numbers and emergency numbers need also be reported immediately. It is crucial these items of information are current at all times.

### **Withdrawal From School**

Any student wishing to withdraw from SSPJ must follow this procedure:

1. Obtain a form from our Main Office and indicate the name of the school to which records should be sent. The form will be signed by our Principal.
2. Pay all outstanding debts.
3. Return all school properties, textbooks, library books, etc. When all routine matters are satisfactorily cleared, the student's records will be forwarded to the next school. There is no refund on fees paid to SSPJ.

Please do not assume that students withdrawn from SSPJ to attend another school will be readmitted to SSPJ upon request.

## **Homework Policy**

Homework extends learning experience beyond the classroom and reinforces learning by giving the student a chance to practice without the pressure of time.

Teachers are expected to assign meaningful and relevant homework. While the type and length of assignments will vary among departments and teachers, the important structure of homework must be maintained. The quantity of homework will be grade appropriate.

Although homework is posted on PowerSchool, each student should have an assignment pad as the main source of homework information. Students are not permitted to return to the classroom after dismissal to retrieve forgotten books or materials unless they and a supervising parent have checked into the office for permission.

Parents should provide an adequate study area, and plan a specific time to do homework. Parental supervision of homework is a crucial component in a student's academic success. Parents need to assist and encourage, but not do the homework for students. Parents should watch for signs that the student is not involved in homework activities. If progress reports and report cards indicated a problem, parents should not hesitate to initiate contact with the teacher.

Consequences and notification of incomplete homework varies with grade levels. These age appropriate procedures are explained in individual classrooms at Back-To-School Night by each teacher.

## **Home Instruction**

If a student is to be absent from school for medical reasons and is confined to his/her home or a hospital for a period of two or more weeks, the parent or guardian should contact the main office for information about home instruction.

## **DIOCESE OF METUCHEN ETHICAL USE OF TECHNOLOGY POLICY**

On June 22, 2000, the Diocese of Metuchen adopted the following policies for the ethical use of technology:

### **Preamble:**

The purpose of school-provided technology is to facilitate legitimate school endeavors, which are educational and administrative in nature. The use of technology must always be in conformity with the law and the religious mission of the Diocese of Metuchen. Each school as an educational institution will have the resources to exchange information within its facility and with other institutions throughout the world.

The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of the user's privileges. The administration has the right to monitor all communication on the network.

### **Equipment:**

The use will recognize the value of the hardware, software, and all computer-related materials and will not misuse or abuse any of these items. Personal diskettes, CD ROMS, or flash drives cannot be used on school equipment. School diskettes, CD ROMS, or flash drives may not be taken home for use on home equipment. No user will alter, install, modify, upgrade, repair or remove any school hardware, including but not limited to computers, interface cards, monitors, printers, scanners, modems, wiring or cabling, mouse or other accessories. Users who damage any hardware or software will be responsible for replacing the damaged articles at their own expense.

### **Software:**

Commercial software is copyrighted and each user must abide by the licensing agreement published with the software. The user will not violate any copyright laws regarding print, electronic or visual information. The user will not read, change, create, delete, copy, or modify any parts of the resident software or the operating system.

### **Internet access:**

The user may utilize the network resources for educational or administrative purposes only. Commercial uses are strictly prohibited. The user will not upload, download, or bring into the school, material deemed inappropriate. This would include, but not be limited to, any material that contains profanity, vulgarity, and/or obscene or violent content. Materials that are racist, abusive, degrading, demonic or promote intolerance, prejudice, harassment, or insult any individual, ethnic, or religious group are unacceptable. Transmission of material, information or software in violation of any church, school, local, state or federal law is prohibited. The user will not meet in person any individual whom s/he made

contact with through the school technological resources. Meetings with resource people contacted through the Internet will be arranged only with the approval and supervision of the school administration.

**E-mail:**

E-mail is intended for educational use. The user will not reveal addresses, phone numbers, photographs, or other personal information of him/herself or others. The user will not access his/her private e-mail accounts through the use of the school network. The user will report any message received through technological resources that makes him/her feel nervous or uncomfortable. E-mail may not be used for knowingly transmitting, retrieving, or storing any communications that are discriminatory or harassing; derogatory to any individual or group; obscene; defamatory or threatening; chain letters, illegal or against School/Diocese of Metuchen policy; or contrary to the School/Diocese of Metuchen's interest.

All communication between school/faculty/students will be conducted via the parents' e-mail and the school e-mail.

**Monitoring:**

Electronic information created and/or communicated by a user using the network resources is subject to monitoring by School/Diocese of Metuchen on an "as needed" basis. While we respect our users' wish to work without such monitoring, the following conditions should be noted:

The School/Diocese of Metuchen reserves the right, in its discretion, to review any user's electronic files and messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other School/Diocese of Metuchen policies. The School/Diocese of Metuchen reserves the right to institute random monitoring of electronic systems as part of a program to make sure that such systems are used in conformance with the law and with this and other School/Diocese of Metuchen policies. Users should therefore not assume electronic communications are totally private and confidential and should transmit highly sensitive information in other ways.

**Miscellaneous:**

The user will work in a quiet, respectful manner, not disturbing nor distracting to others. The user will not disclose or attempt to access personal passwords or access codes assigned to him/her or any other user. The user will not attempt to defeat security measures instituted by the school. Unauthorized access to computers after designated hours or from locations other than those approved for specific computer assignments is prohibited. The user will use school technological resources for educational purposes only. The user will not use school technological resources to support candidates for public or elected office.

The user will exercise due diligence and is bound not to disclose or use any confidential or personal information acquired as a result of using the schools' technological resources. The school makes no warranties of any kind, whether expressed or implied, for the use of this technology. It will not be responsible for any damages suffered, such as loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence or the user's errors or omissions. The school specifically denies any responsibility for the accuracy or quality of information obtained through its technological resources. Any user of our technological resources specifically agrees to abide by this Ethical Use of Technology Policy and in addition agrees to indemnify the School/Diocese of Metuchen for any losses, costs or damages, including attorneys' fees, incurred relating to or arising out of any breach of this document. Use of the technological resources will be permitted upon reading, signing and returning the Ethical use of Technology Policy Agreement included in this handbook.

No one may use the school name or logo on personal web sites, Facebook or MySpace pages, or any social networking site that may become available to their use. Any information published that may be detrimental to the reputation to the school and/or students or employees will result in disciplinary action.

### **III. DISCIPLINE**

#### **General Discipline Policy**

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Saints Philip and James 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 others. Home and School will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

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: misconduct referrals or warnings, assignments, denial of privileges, detention, in-school suspension, out-of-school suspension, or expulsion.

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. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a Principal/Parent/Student conference may be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive Home/School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school.

### **School Rules**

Students at SSPJ are expected to follow behavioral rules that reflect values and virtues consistent with good conduct and respect. These include:

- Expression of respect toward themselves and all others within the school community
- Neatness in appearance and in proper school uniform
- An attitude of respect toward personal, classmate, and school property
- Behavior that reflects responsibility and does not harm or endanger the health or safety of others
- Self-control and appropriate behavior in all areas of the school building, campus, and on field trips
- Truthfulness in communication and interaction with all school adults and fellow classmates

### **No Intimidation Policy**

Each and every student has the right to a safe school environment and the expectation that he/she has equal rights and responsibilities among students on the Saints Philip and James campus. Harm or perceived harm, even when it is threatened, whether on campus or off campus, directly or indirectly, by another SSPJ student, will not be tolerated.

As in all things, SSPJ is making every good faith effort to comply with the spirit of N.J. law even though it does not apply to Catholic Schools.

### **Cyber Bullying**

Cyber Bullying includes, but is not limited to (a) threatening physical harm, (b) verbal abuse, and (c) intimidation. These acts shall be considered a violation of school policy whether the cyber bullying occurs on or off campus.

### **Memorandum of Agreement**

The Principal and the Pastor have signed a Diocesan approved memorandum of agreement with NJ law enforcement agencies to report serious offenses and crimes if they should take place at SSPJ.

### **School Discipline Policy**

#### **Grades PK – 2**

Upon the first infraction, the child is given a warning.

Upon the second infraction, the student will lose some or all of his/her recess/playtime.

Upon the third infraction, the teacher will contact the parent(s).

These infractions accumulate within one school day. Each new school day gives the child the opportunity to begin anew.

#### **Grade 3**

Upon the first infraction, the child is given a warning.

Upon the second infraction, the student will lose some or all of his/her recess/playtime.

Upon the third infraction, the student will receive a DR (Discipline Report to be signed by parents and returned.)

These infractions accumulate within one school day. Each new school day gives the child the opportunity to begin anew. However, the DR's accumulate the same as grades 4-8.

## Grades 4-8

A disciplinary report will be issued to a student whose behavior is inconsistent with school rules, and for failure to complete homework assignments. This report must be signed by a parent/guardian and returned the following school day to the issuing teacher. Failure to return the disciplinary report signed the next day will warrant a second report and/or a telephone call to the parent by the issuing teacher.

Disciplinary reports may be issued for all on campus infractions before, during and after school hours, including evening activities, and for all off-campus activities sponsored or authorized by the school.

### Detention

Teachers have the authority to detain a student who disregards class and/or school regulations. A detention notice is sent home and the parents are asked to sign the notice and return it to school the next day. Parents are responsible for their child's transportation home after detention. If, due to unusual circumstances, there is an exception to the procedure stated, parents will be notified by telephone. We realize this procedure can be inconvenient for you and for us. However, no student will be excused from serving if he/she has been given a detention notice.

When a student receives three disciplinary reports, he/she will be scheduled for a detention. Other reasons for detention could include, but are not limited to, failure to return a signed discipline report, or serious behavioral infraction of the school's discipline code.

**Grades K-2:** Teacher supervised detentions will be held during the child's recess/playtime.

**Grades 3-8:** Teacher supervised detentions will be held after school from 2:45 PM – 3:45 PM. A one-day notice to parents is required.

### Suspension/Probation/Expulsion

Students are suspended from school and placed on probation when behavior warrants such action, in the judgment of the Administration.

**In-School Suspension** is issued for serious infractions, including misbehavior during detention and detentions in excess of three. In-school suspension removes the student from the classroom environment and places him/her under the supervision of a faculty/staff member. At the discretion of the Administration, the student may return to the regular classroom to demonstrate improved behavior or attitude. In-school suspension may last for a portion of the day, the whole school day, or longer. On occasion, for the student's safety, the administration may request a parent have the child assessed by a mental health expert before returning to school following a suspension. Parents will be notified of an in-school suspension by a telephone call from the Administration.

**Out-Of-School Suspension** would be issued to students who continue to behave in ways inconsistent with school disciplinary policy. Out-of-school suspension generally occurs after a student has served an in-school suspension; however, the administration reserves the right to issue an immediate out-of-school suspension when warranted. Out-of-school suspensions for a student may last from one to ten days. Parents will be notified of an out-of-school suspension by a telephone call from the Administration at which time a conference will be arranged between parents and Administration.

**Expulsion** is an extreme response by the school, reserved for individual behaviors that are serious threats to the school community. Expulsion is also warranted when repeated attempts to reform student behavior have failed. In all cases involving a possible expulsion from school, the parents of the student will be notified as soon as possible. An appointment shall be mutually arranged for the school administrator(s), parents and student to confer. Situations that may merit expulsion include, but are not limited to possession of a weapon or look-alike, continued and willful defiance of authority, continued and willful disobedience, physical assault, arson, grave defacing or destruction of school property or possession of alcohol and other drugs.

### Transfer on Grounds of Parental Behavior

Normally a child is not deprived of a Catholic education or otherwise penalized for actions of parents, however, the Principal may recommend the transfer of a student when parents have been persistently and overtly uncooperative regarding school policies, regulations or programs. A transfer may also be recommended when parents have interfered in matters of school administration or discipline to the detriment of the school's ability to serve their own or other children.

### Substance Abuse

The school is guided by the Memorandum of Agreement and the New Jersey Comprehensive Drug reform Act in its policy addressing substance abuse. The possession and/or use of controlled substances by

students in school, or on the bus, or at school related activities and events is strictly prohibited. Trafficking in such substances will cause the school to contact the police, as required by law. The Administration, in cooperation with the Nurse, reserves the right to conduct searches of a student's clothing, possessions, and person when reasonable suspicion justifies such action. All such substances will be confiscated by the Administration. A meeting with the parents will be conducted to determine the future status of the student. Suspension, probation, counseling, a medical assessment for dependency, and expulsion are consequences the school will consider in appropriate circumstances.

#### IV. UNIFORMS

Our uniforms are purchased through Flynn and O'Hara Co. Please visit their PA store on Catasauqua Road, or visit their web site: [www.flynnohara.com](http://www.flynnohara.com). Click on the tab: order online. Register to purchase on-line, follow the prompts, and our uniforms will be available for your purchase. Please note, all pants (boys' and girls') must be purchased from Flynn and O'Hara and must have the Flynn and O'Hara tag on the back.

Spring/Summer Uniforms may be worn from the first day of school in September until October 15<sup>th</sup> and from April 15<sup>th</sup> until the last day of the school year. Any differentiation from these dates will be communicated to the parents via e-mail and/or InstantAlert. Parents are asked to adhere to our decisions regarding appropriate uniform of the day for the students. If there is a situation at home that interferes with the proper uniform of the day, please send a note to the Main Office.

Fifth grade girls and boys have the option of wearing uniforms described for all grade levels.

Except for those days on which the school has given permission for other attire, each student is required to wear a complete clean uniform. Personal hygiene should be a cooperative effort between child and parent that results in cleanliness of body and apparel. Please be sure uniforms are clean, neat, and in good repair.

All students should take pride in their appearance and dress properly for school, school trips, and activities. The school is the student's place of business and as such the administration has an educational responsibility to enforce the dress code regulations. Students are expected to be neat, clean, and well-groomed. Immoderate styles of grooming will be determined by the administration.

Shoes must be suitable for school. Dress shoes with rubber soles and heels less than 1 inch high are required with our dress uniforms. Solid colored white, black, or navy sneakers with the same colored shoe laces are required for gym days. High top sneakers are unacceptable. Other unacceptable footwear include platforms, clogs, jellies, backless, toeless, high heels, dress, work, or hiking boots. Wheeled sneakers are not permitted at any time.

Shirts must be tucked in at all times so that the waistband of pants or skirts is visible. Girls' skirts are to be knee length. Trousers, shorts, and skirts must all be worn at the natural waist. Polo shirts and sweaters without the school emblem are not permitted. Only school sweaters may be worn with the dress uniforms, and school sweatshirts with the gym uniforms.

Girls may wear a pair of post earrings only. Any other body piercings are not permitted and may not be displayed by boys or girls. Boys may not wear earrings. Only religious necklaces may be worn. The Administration reserves the right to determine if a necklace is appropriate. Bracelets are not permitted as they create a distraction. Watches may be worn, but all noise (such as alarms) devices must be turned off. Neither males nor females are permitted to wear bizarre hair styles. The hair length for males must not extend beyond the top of the shirt collar. "Fad" haircuts and inappropriate hair coloring are not permitted. The Administration will determine the appropriateness of the style or color. Students may be suspended until the style and/or color are rectified.

**MAKE-UP IS NOT PERMITTED! NAIL POLISH IS NOT PERMITTED!** Shoe laces must be tied at all times.

Additional attire to the school uniform may be confiscated and held in the Principal's Office. When appropriate, parents will be called to bring proper uniform into school for a student, or to retrieve inappropriate articles held in the Principal's Office. Please note, the Administration assumes no responsibility for these items, and will not replace, nor compensate for any lost articles.

Out of uniform passes may be obtained from Administration only. Students needing such passes must present a written explanation of unusual circumstances warranting such measures. This must be signed by the parent/guardian. Out of uniform passes for circumstances that occur during the school day will be issued at the discretion of the Administration. In such cases, boys must wear dress clacks (no jeans), a white shirt with a solid colored tie, and dress shoes (no sneakers). Girls must wear dresses or skirts and white blouses.

The Administration, Faculty, and Staff are aware any dress code cannot cover all situations. We reserve the right to decide, in all circumstances, if the student's dress is appropriate or unacceptable. If a student comes to school improperly attired, the parent/guardian will be required to bring the proper clothes to school if the child is to attend classes.

On occasion, students may be permitted an out-of-uniform day. We expect the attire to be appropriate, modest, well-fitting and clean. No article should be excessively worn or soiled. Indecent or inappropriate writing or pictures is prohibited. Clothing must cover the body appropriately. For example, halter tops, transparent or mesh tops, bare midriff or shoulders, tank tops, shorts cut too short, etc. are not permitted. Avoid excessively tight fitting clothes. Avoid flip flop shoes, hats, caps, headgear, barefoot, or footwear without stockings or socks. Corduroy, wrangler slacks, slacks with rivets, parachute slacks, or slacks with patch-type pockets are not permitted.

The Administration reserves the right to make the final decisions regarding the appropriateness of student dress.

### **Gym Uniforms for Grades K-8**

**Spring/Summer** – SSPJ shorts (appropriate length and worn at natural waist); SSPJ T-Shirt; white, navy, or black CREW-LENGTH socks; white or black solid colored sneakers (no high tops), with same colored shoe laces.

**Fall/Winter** – SSPJ sweat pants (worn at natural waist), SSPJ T-shirt and sweatshirt; white, navy, or black CREW-LENGTH socks; white or black solid colored sneakers (no high tops), with same colored shoe laces.

### **Grades K-5**

**Girls' Uniform** – Plaid jumper or Flynn and O'Hara tagged, navy slacks with belt, white, short or long-sleeved polo shirt, optional SSPJ cardigan sweater, white, black, or navy knee socks or solid colored black, navy, or white tights, black or navy dress shoes (with rubber soles).

**Girls' Spring/Summer Uniform** – Flynn and O'Hara navy dress shorts with belt, white short or long-sleeved polo shirt, white or navy knee socks, black or navy dress shoes, or solid white or black sneakers with same colored shoe laces. Of course, the usual dress uniform may be worn in place of the shorts and sneakers.

**Boys' Uniform** – Navy uniform pants (Flynn and O'Hara tagged) with belt. SSPJ short or long-sleeved polo shirt, optional SSPJ V-neck sweater. White, navy or black crew length socks, black or navy dress shoes with rubber soles.

**Boys' Spring/Summer Uniform** – Flynn and O'Hara tagged navy dress shorts with belt, white, short or long-sleeved polo shirt,; white, navy, or black crew length socks, black or navy dress shoes with rubber soles, or solid colored white or black sneakers with same colored shoe laces (no high tops). Of course, the usual dress uniform may be worn in place of the shorts and sneakers.

### **Grades 6-8**

**Girls' Uniform** – Plaid skirt of Flynn and O'Hara tagged slacks with belt; white short or long-sleeved Oxford shirt with navy uniform vest. Optional navy SSPJ school cardigan sweater. Navy, white or Black KNEE socks, or solid black, navy or white tights, black or navy dress shoes with rubber soles.

**Girls' Spring/Summer Uniform** – Flynn and O'Hara tagged navy dress shorts with belt, white short or long-sleeved Oxford shirt with navy uniform vest, white, navy, or black CREW LENGTH socks, black or navy dress shoes with rubber soles, or solid colored white, black or navy sneakers with same colored laces. Of course, the usual dress uniform may be worn in place of the shorts and sneakers.

**Boys' Uniform** – Navy uniform (Flynn and O'Hara) tagged pants with belt. White, short or long-sleeved Oxford shirt with SSPJ school tie. Optional V-neck SSPJ sweater. White, navy or black crew length socks. Black or navy dress shoes with rubber soles.

**Boys' spring/summer uniform** – Flynn and O'Hara tagged navy dress shorts with belt. White, short or long-sleeved Oxford shirt. White, navy or black crew length socks. Black or navy dress shoes with rubber soles. Of course, the usual dress uniform may be worn in place of the shorts and sneakers.

## **V. REFERENCE SECTION**

### Administration

Fr. John Barbella.....	Pastor
Mrs. Ellen Ayoub .....	Superintendent of Schools
Mrs. Judith Francisco.....	Principal
Mrs. Donna Kucinski.....	Vice Principal, Director of Advancement and Admissions

### Faculty

Mrs. Mary Anne Budd.....	Language Arts Trenton State College
Mrs. Marianne Cicalese.....	Physical Education West Chester State College
Mrs. Eileen Dean.....	Science/Computers Seton Hall University
Mrs. Maria Dertinger.....	Grade 2 St. John's University
Mrs. Cindy DePillo.....	Grade 3 University of Connecticut
Mrs. Mary Ann Graziosi.....	Kindergarten Assistant
Mrs. Sharon Hillhouse.....	Religion, Grades 2,5,7,8 University of Dayton
Ms. Maureen Kerrigan.....	Pre-Kindergarten Denison University
Mrs. Kathleen Korp.....	Grade 1 Georgian Court College
Mrs. Susan Lawson.....	Pre-K Assistant Trenton State College
Ms. Vanessa Meggiolaro .....	Music University of the Arts
Mrs. Yvonne Nicolosi.....	Grade 5 Saint Leo College
Mrs. Barbara Opdycke.....	Librarian School Assistant
Mrs. Tara O'Leary.....	Math Montclair State College
Dr. Mary O'Sullivan.....	Social Studies New York University
Mrs. Terry Patti.....	Kindergarten Assistant
Mrs. Donna Sharkey.....	Kindergarten Trenton State College
Ms. Sandra Spence.....	Spanish University of Maryland
Mrs. Gayle Tirpok.....	Grade 4 Franklin Pierce College
Mrs. Tracy Urbina.....	Computer Technologist College of New Jersey
Ms. Lorraine Veal.....	Art William Paterson University

### Support Staff

Mrs. Joan McBride.....	Nurse
Mrs. Judith O'Hare.....	Administrative Assistant
Mrs. Barbara Opdycke.....	Holy Family Librarian
Mrs. Patricia Walter.....	Nurse

### Homeroom List 2011-2012

PK(3)	Room 108	Mrs. Maria King
PK(4)	Room 106	Ms. Maureen Kerrigan
K	Room 125	Mrs. Donna Sharkey

1	Room 105	Mrs. Kathleen Korp
2	Room 103	Mrs. Maria Dertinger
3	Room 221	Mrs. Cindy DePillo
4	Room 210	Ms. Gayle Tirpok
5	Room 212	Mrs. Yvonne Nicolosi
6	Room 219	Mrs. Mary Anne Budd
7	Room 205	Mrs. Eileen Dean
8	Room 217	Dr. Mary O’Sullivan
Art	Room 206	Ms. Lorraine Veal
Math	Room 203	Mrs. Tara O’Leary
Music	Room 201	Ms. Vanessa Meggiolaro
Physical Education	Gym/Auditorium	Mrs. Marianne Cicalese
Religion	Room 101	Mrs. Sharon Hillhouse
Spanish	Room 214	Ms. Sandra Spence

**Morning Schedule**

7:50 AM – 8:05 AM	“School Learning Session”
8:06 AM – 8:12 AM	Homeroom
8:15 AM	First Period Begins

*Please note that students arriving after 8:00 AM are considered TARDY.*

**A-DAY - REGULAR SCHEDULE**

(42 minute classes)

Family Learning	7:50 - 8:00
HOMEROOM:	8:03 - 8:12
Period 1:	8:15 - 8:57
Period 2:	9:00 - 9:42
Period 3:	9:45 - 10:27
Period 4:	10:30 - 11:20
Period 5:	11:23 - 12:13
Period 6:	12:15 - 1:01
Period 7:	1:04 - 1:46
Period 8:	1:49 - 2:32
Homeroom/Dismissal	2:35 - 2:38

**B-DAY EARLY DISMISSAL SCHEDULE**

(30 minute classes) NO LUNCH

Family Learning	7:50 - 8:00
HOMEROOM:	8:03 - 8:12
Period 1:	8:15 - 8:45
Period 2:	8:48 - 9:18
Period 3:	9:21 - 9:51
Period 4:	9:54 - 10:24
Period 6:	10:27 - 10:57
Period 7:	11:00 - 11:30
Period 8:	11:33 - 11:55
Homeroom/Dismissal	11:58 - 12:15

**C-DAY AFTERNOON ASSEMBLY**

(33 minute classes) No recess

Family Learning	7:50 - 8:00
HOMEROOM:	8:03 - 8:12
Period 1:	8:15 - 8:48
Period 2:	8:51 - 9:24
Period 3:	9:27 - 10:00
Period 4:	10:03 - 10:36
Period 6:	10:39 - 11:12
Period 5:	11:15 - 12:05
Period 7:	12:08 - 12:41
Period 8:	12:44 - 1:11
Homeroom:	1:14 - 1:21
ASSEMBLY:	1:24 - 2:24
Dismissal:	2:27 - 2:38

**D-DAY MORNING ASSEMBLY SCHEDULE**

(33 minute classes) No recess

Family Learning	7:50 - 8:00
HOMEROOM:	8:03 - 8:12
Period 1:	8:15 - 8:55
Assembly:	9:00 - 10:00
Period 2:	10:03 - 10:36
Period 3:	10:39 - 11:12
Period 4:	11:15- 11:48
Period 5:	11:51 - 12:47
Period 6:	12:50 - 1:23
Period 7:	1:26 - 1:59
Period 8:	2:02 - 2:32
Homeroom/Dismissal	2:35 - 2:38

2011-2012 Calendar (Preliminary)

August

- 13 Yard Sale At School
- 18 School Store, 6 PM-7PM
- 24 Kdg. Orientation, 6PM -7PM
- 24 School Store, 6PM – 7PM
- 24 Buddy Night/H.S.A. Mtg. 6PM – 7PM
- 29 Fac. Mtg. 9-2
- 30 Fac. Mtg. 9-2
- 31 Day Off

September

- 1 Ear. Dismissal, 1<sup>st</sup> Day for K-8
- 2 Ear. Dismissal, 1<sup>st</sup> Day for PK
- 5 Labor Day – NO SCHOOL
- 6 Full Day for Everyone
- 6 Market Day P/U
- 8 Room Parent Tea
- 13 School Mass 9 AM (Dress Uniforms)
- 14 Back To School Night, 7 PM
- 18 Catechetical Sunday
- 30 50<sup>th</sup> Anniv. Celebration Begins

October

- 1 Oktobefest
- 1 50<sup>th</sup> Anniv. Dinner at Flynn’s
- 2 50<sup>th</sup> Anniv. Mass 9 AM
- 4 School Mass 9 AM (Dress Uniforms)
- 4 Market Day P/U
- 7 NO SCHOOL – Teacher Spirituality
- 10 NO SCHOOL – Columbus Day
- 26 Benediction 1:30 PM, Gr. 3-8

November

- 1 School Mass 9 AM (Dress Uniforms)
- 1 Market Day P/U
- 2 Early Dismissal, Fac. Mtg
- 4 First Marking Period Ends
- 5 Metuchen H.S. Entrance Exam
- 10 Report Cards Distributed
- 12 Faith Formation Convocation
- 16 Ear. Dis. PT/C Conf. 1-3, 6-8
- 24,25 NO SCHOOL-Happy THANKSGIVING
- 29 Market Day P/U

December

- 7 School Mass 9 AM (Dress Uniforms)
- 8 NO SCHOOL- Immaculate Conception
- 9 Christmas Extravaganza 7 PM
- 22,23 Early Dismissal Days
- 24-31 CHRISTMAS VACATION
- 24-31 CHRISTMAS VACATION
- 24-31 CHRISTMAS VACATION
- 24-31 CHRISTMAS VACATION
- 24-31 CHRISTMAS VACATION

January

- 2 Christmas Vacation
- 3 School Resumes
- 4 School Mass 9 AM (Dress Uniforms)
- 4 Early Dismissal
- 10 Market Day P/U
- 11 Benediction, 1:30 PM, Gr. 3-8
- 16 NO School; MLK Day
- 20 Second Marking Ends
- 26 Report Cards Distributed
- 29-31 Catholic Schools’ Week begins
- 29 MASS at SPSJ, So. Main St., 9 AM

February

- 1,2,3 Catholic Schools’ Week continues
- 1 Early Dismissal
- 1 Open House, 7-8 PM
- 3 Family Fun Night, 7 PM
- 7 Market Day, P/U
- 8 Ear. Dis. PT/C Conf. 1-3, 6-8
- 20 NO SCHOOL, Presidents’ Day
- 22 Ash Wed. Mass 9AM (Dress Uniforms)
- 26 Open House, 1-2:30

March

- 6 Market Day P/U
- 7 Benediction; 1:30 PM, Gr. 3-8
- 9 NO SCHOOL; Professional Day for Fac.
- 15 School Mass, 9 AM, (Dress Uniforms)
- 23 Third Marking Period Ends
- 23 Culmination, 7 PM
- 25 Open House, 1-2:30 PM
- 29 Report Cards Distributed

April

- 3 Market Day P/U
- 5,6-15 NO SCHOOL: EASTER HOLIDAYS
- 16 School Resumes
- 18 Ear. Dis., Fac. Mtg.
- 25 School Mass, 9 AM, (Dress Uniforms)

May

- 2 Ear. Dis., Fac. Mtg.
- 8 Market Day P/U
- 10 Benediction, 1:30 PM, Gr. 3-8
- 17 Ascension Thurs. Mass, 9AM, (Dress Un.)
- 28 NO SCHOOL, Memorial Day

June

- 1 School Mass, 9 AM, (Dress Uniforms)
- 5 Market Day P/U
- 8 7<sup>th</sup>/8<sup>th</sup> Gr. Brunch 11 AM; Dance 7 PM
- 11,12-15 Early Dismissal Days
- 13 8<sup>th</sup> Gr. Graduation, 7 PM
- 14 PK Celebration, 9 AM
- 15 Kdg. Celebration, 9 AM

## INDEX

### A

Academic Requirements.....	16
Accreditation.....	2
Administration.....	23
Administration of Medication .....	11
Admission .....	4
Arrival and Departure .....	5
Asbestos Management Plan.....	2
Assemblies .....	8
Attendance .....	5

### B

Bell Schedule .....	25
Bus Conduct.....	11
Bus Reimbursement.....	12

### C

Cafeteria Policies .....	7
Calendar .....	26
Care of School Property.....	7
Christian Service .....	9
Conferences, Parent/Teacher .....	16
Court Orders .....	6
Counseling Services.....	11
Curriculum and Instruction .....	14
Curriculum Coordinators .....	14
Cyber Bullying .....	19

### D

Dances/Activity Nights .....	9
Dangerous Items. ....	10
Detention .....	20
Discipline .....	19

### E

E-Mail Address, School .....	1
Emergency Closings .....	14
Emergency Information Forms .....	10
Emergency Plans .....	8
Expulsion .....	20

### F

Faculty and Administration Lists .....	23
Failure Notices .....	15
Family Life .....	14
Field Trips .....	8
Food Allergies .....	11

### G

General Information .....	2
General School Policies .....	3
Grade Level Discipline Policy .....	20
Grading .....	14
Gym Uniforms .....	22

## H

Hall Regulations .....	6
Home Instruction .....	17
Homeroom .....	6
Homeroom List .....	24
Homework Policy .....	17
Honor Roll .....	16
H.S.A. Officers .....	13

## I

Immunizations .....	4
Index .....	27
Instant Alert .....	14
Introduction.....	2

## J

Jewelry .....	22
---------------	----

## L

Lateness/Tardiness .....	6
Library .....	7
Liturgies .....	9
Lockers .....	6
Lost and Found .....	10

## M

Make-Up .....	22
Management Plans.....	2
Medically Excused from Physical Education Class .....	11
Medication, Administering .....	11
Memorandum of Agreement .....	19
Mission Statement .....	1
Morning Schedule .....	24

## N

National Junior Honor Society .....	13
No Intimidation Policy .....	19
Non-Discrimination Policy .....	4

## O

Office Procedures .....	3
Our Mission .....	3

## P

Parental Right to School Records .....	6
--	---

Parent Bulletins .....	13
Parent Support .....	3
Personal Entertainment Articles .....	10
Personal Property .....	9
Pest Management, Integrated .....	2
Philosophy .....	3
PowerSchool .....	15

**R**

Recess .....	7
Record Changes .....	16
Reference Section .....	23
Report Cards .....	15
Report Cards, Electives .....	16

**S**

School Problems .....	4
School Rules .....	19
School Search Policy .....	7
School Supplies .....	13
Signature Page, Handbook .....	30
Signature Page, Technology .....	31
Standardized Testing .....	16
Student Council .....	13
Student Health Services .....	10
Student Records, Access To .....	16
Substance Abuse .....	21
Support of School.....	13
Support Staff .....	24
Suspension .....	20

**T**

Tardiness .....	6
Technology, Ethical Use of .....	17
Telephone Guidelines .....	13
Telephone Numbers.....	1
Textbooks .....	14
Transfer on Grounds of Parental Behavior .....	21
Transportation .....	11
Tuition .....	9

**U**

Uniforms .....	21
----------------	----

**V**

Visitors .....	9
----------------	---

**W**

Web Site .....	1
Withdrawal from School .....	17

**Y**

Yearbooks .....	13
-----------------	----

**SAINTS PHILIP AND JAMES SCHOOL**

**STUDENT/PARENT HANDBOOK**

**SIGNATURE PAGE**

**2011-2012**

After carefully reading the 2011-2012 Saints Philip and James School Student/Parent handbook, please sign and return this page to your homeroom teacher by September 1, 2011.

I acknowledge receipt of the handbook containing the policies, rules and regulations for Saints Philip and James School. I have read the handbook. I understand and agree that the Handbook is binding on the students and parents during the current academic year. I understand and agree that the administration of the school will have the authority set forth in the handbook.

I understand the policies, rules and regulations contained in the Handbook are established for the welfare and benefit of all students. I accept my responsibility to support the school in the policies it has established, and to see that my child adheres to the rules and regulations set forth in the handbook.

---

Parent/Guardian Printed Name	Signature	Date
------------------------------	-----------	------

---

Student Printed Name	Signature	Date
----------------------	-----------	------

---

Student Printed Name	Signature	Date
----------------------	-----------	------

---

Student Printed Name	Signature	Date
----------------------	-----------	------

---

Student Printed Name	Signature	Date
----------------------	-----------	------

**SSPJ AND DIOCESE OF METUCHEN  
ETHICAL USE OF TECHNOLOGY POLICY AGREEMENT 2011-2012**

**USER(S):** I understand and will abide by the Diocesan Ethical Use of Technology Policy described in SSPJ’s Parent/Student Handbook. I further understand that any violation of the policy is unethical and may constitute a criminal offense. Should I commit any violation, my privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may ensue.

User’s Name (please print)	User’s Signature	Date
User’s Name (please print)	User’s Signature	Date
User’s Name (please print)	User’s Signature	Date
User’s Name (please print)	User’s Signature	Date

**PARENT/GUARDIAN:** As a parent or guardian of the children named above, I have read the Diocesan Ethical Use of Technology Policy described in SSPJ’s Parent/Student handbook. I understand that this access is designed for educational purposes. However, I recognize it is impossible for the school to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network or any unauthorized actions of my child(ren).

---

<b>Parent/Guardian’s Printed Name</b>	<b>Signature</b>	<b>Date</b>
---------------------------------------	------------------	-------------

Saints Philip and James School has my permission to place my child(ren)’s work on the school web page, [www.spsj.org/school](http://www.spsj.org/school). It is my understanding that only the children’s first names will be present on the web site with their work.

---

<b>Parent/Guardian’s Printed Name</b>	<b>Signature</b>	<b>Date</b>
---------------------------------------	------------------	-------------

Saints Philip and James School participates in video conferences with other schools, video tapes classroom lessons to be shared with other schools, takes pictures for our yearbook and advertisement displays, and sends pictures to newspapers for advertisement. **By enrolling your child/ren in our school, we reserve the right to publish students’ pictures including, but not limited to, the above mentioned situations, unless we are instructed differently by the parents.**

---

<b>Parent/Guardian’s Printed Name</b>	<b>Signature</b>	<b>Date</b>
---------------------------------------	------------------	-------------

