

Guardian Angels Regional School Parent/Student Handbook 2017-2018

The Regional School of
St. Clare of Assisi and St. Gabriel Parishes



Pre-K 3 – Grade 3 Campus
150 South School Street
Gibbstown, NJ 08027

The mission of Guardian Angels Regional School is to nurture, encourage, and educate the body, mind, and spirit of each child to foster spiritual, social, and intellectual growth by providing a quality and challenging academic education permeated by Gospel values in the Catholic Franciscan tradition.

4th-8th Grade Campus
717 Beacon Avenue
Paulsboro, NJ 08066



Table of Contents

History	5
Principal’s Disclaimer	5
Home/School Cooperation	5-6
Parent Responsibility	6
Student Responsibility	6-7
Academic Policies	7
Advanced-Math Placement	7
Alternative Assessment	7
Availability of Sacraments	7
Child Study Team	7
Curriculum	7
Family Life	8
Homework	8
Honor Roll	8
Parent/Teacher Conferences	8
Progress Reports	8
Religious Education	8
Report Cards	9
Special Services	9
Summer School	9
Teaching and Evaluation	9
Admissions	9
Daily Schedule	10
Eligibility	10
Morning/After Care	10
Probation	11
Re-Enrollment	11
Registration	11-12
Transfer	12
Tuition	12
Tuition/Financial Matters	12
Attendance	12
Absenteeism	12-13
Early Dismissal	13
Illness	13
Lateness	13
Perfect Attendance	13
Responsibility of Parents	13-14
Vacation	14
Code of Conduct	14-15
Academic Accountability	15

Cafeteria	15
Casual Clothes	15
Classroom	15
Cheating	15
Electronics	16
Hallway	16
Harassment	16
Latchkey	16
Off-Campus	16
Playground	16-17
School Bus	17
Uniforms	17
Violence	17
Consequences of Non-Compliance	18
Detention	18
Dismissal	19
Suspension	19
Communications	19
Appointments	19
Communication/Monthly Calendar	19
Custodial Agreement	19
Internet/ Social Communication	20
Dress Code/Grooming	20
General Grooming	20
Grades K-3 Uniform	21-22
Grades 4-8 Uniform	22
Gym Uniforms	23
Emergency Procedures	23
Drills	23
Fire Drills	23
IPM	23
Security Drills	23
Weather Emergency	23
General Information	24
Books/School Supplies	24
Class Trips	24
Parties and Invitations	24
Search	24
Medical	25
Emergency Forms	25
Illness	25
Medication Policy	25
Physicals	25

Screenings	26
Student Accident Insurance	26
School Board	26
School PTA	26
Volunteers/Parental Conduct	27
After School Activities	27
Application Process	27
Confidentiality	27
Dependability	27
Disciplining Children	27
Sign-In Procedure	27-28
Volunteer Dress	28
Transportation	28
Bicycle	28
Car	28
Walking	28
Appendix A	29-31
Appendix B	32-35
Appendix C	36

HISTORY

Guardian Angels Regional School, located in Gibbstown, New Jersey, opened its doors in 1957 as St. Michael's School. St. Michael's School closed in 1987 due to a change in demographics. In 2000, the Bishop of the Camden Diocese, Bishop Nicholas DiMarzio, requested that St. Michael's School re-open in order to meet the needs of the increasing catholic population in the South Jersey area. On September 4, 2001, St. Michael's School re-opened as Guardian Angels Regional School. In October of 2006, Bishop Joseph Galante announced the expansion of our campus to the former school of St. John's in Paulsboro. Located 3 miles from Gibbstown, this campus is used to accommodate grades 4 through 8. Guardian Angels School serves many areas of Gloucester and Salem Counties. The school is subsidized by St. Clare Parish, a newly merged parish consisting of the churches of St. John's, St. Joseph, St. Michael, and St. Gabriel's. The Franciscan Missionary Sisters of the Infant Jesus, along with our devoted lay teachers, maintain a school environment which promotes learning and encourages Catholic Christian values.

PRINCIPAL'S DISCLAIMER

The principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner she believes to be correct. Nothing in this handbook limits the principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the principal has the right and the authority to impose different or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook, if the principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission, or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

Parent Support/Non-Compliance

In cases where the parents' views and philosophical positions result in repeated noncompliance in regard to school policies, the administration reserves the right to request that said parent's child/children withdraw from the school.

The principal reserves the right to amend this handbook and the school policies and procedures without prior notice for the safety and well-being of everyone. Every effort will be made to notify students and parent(s)/guardian(s) of such changes.

HOME/SCHOOL COOPERATION

It is critical that parents and guardians support the mission of our school and demonstrate a spirit of cooperation with the faculty and administration. Parents and guardians are expected to cooperate with and uphold the policies set forth in this handbook.

As a condition of enrollments, parents and guardians agree to encourage their children to respect and obey school policies and school officials. If a child should become involved in any difficulty at school, his or her parents or guardians are to register the necessary complaints with the appropriate teacher and/or administrator and to cooperate in the school's procedures for addressing and resolving such complaints.

The school reserves the right to dismiss any student whose parent or guardian refuses to cooperate with the policies established in this handbook or engages in conduct that is detrimental to the school.

The principal reserves the right to amend this handbook and the school policies and procedures without prior notice. Every effort will be made to advise students and parents of such changes.

PARENTS' RESPONSIBILITY

Parents must weigh seriously their obligation to educate their children in an atmosphere that emphasizes; message, community, and service.

Parents can assist our educational partnership by:

1. Attending weekly Mass and significant religious services with their children
2. Assisting their children in academic and moral development by reviewing report cards carefully, supervising home study, and cooperating with the school concerning activities, recreation, and discipline
3. Talking about school with their children
4. Providing a suitable time and place for homework
5. Monitoring television viewing
6. Reading aloud to children
7. Attending school programs with children
8. Sharing hobbies and interests with children
9. Trying to discover the children's interests and talents so they can be developed in cooperation with classroom teachers
10. Taking an active role in the Parent-Teacher Association
11. Allowing child to accept consequences for poor behavior, rather than defending child's behavior
12. Send children to school regularly
13. Keeping sick children home
14. Supporting a teacher's policies
15. Helping children to cope with imperfections rather than excuse

STUDENT'S RESPONSIBILITY

1. To accept responsibility for their behavior at all times
2. To treat everyone with Christian love and respect
3. To obey all classroom rules
4. To do all work assigned by the teacher, both in the classroom and at home
5. To return on time any papers issued by the teacher
6. To address all teachers, staff, and visitors to the school with due respect
7. To dress according to school uniform
8. To move about the school, including entering and leaving, in an orderly and organized manner
9. To observe rules of the library
10. To remain on school property from time of arrival in the morning until time of dismissal
11. To obey bus safety rules
12. To attend any detention issued
13. To sign in at the office when tardy before reporting to the classroom
14. To hand in all messages sent to school by parents/guardian
15. To accept responsibility for their personal belongings and also to have respect for property belonging to others and the school
16. To do their part to assure that the lavatory facilities are left neat and clean
17. To keep books/book covers neat and clean

ACADEMIC POLICIES

ADVANCED MATH PLACEMENT

Guardian Angels Regional School provides an accelerated math program for students in grades 6-8. The purpose of the class is to provide students who demonstrate mathematical abilities to complete a full year of Algebra I by the end of grade 8. Students are selected at the end of grade 5. Selection is based on Standardized Test scores, math grades, and teacher recommendation. Students' participation in this placement will be evaluated at the end of each marking period. Students who do not maintain a minimum B average at all times will be placed back in the regular Math classes. Placement in the advanced math program is not a parental choice.

ALTERNATE ASSESSMENT

Student progress is also assessed through alternative means such as homework, reports, quizzes, workbook pages, oral assessment, class participation, and projects. Please check with your child's teacher to determine how alternative assessment is used and graded in your child's class, as this varies from teacher to teacher.

AVAILABILITY OF THE SACRAMENTS

Children have the opportunity for confession and Mass as a regular part of their religious instructions. Class Masses and Para-liturgical services are planned throughout the year. Preparation for First Reconciliation, First Eucharist, and Confirmation take place over a 2 year period, including meetings for parents. Children will receive these sacraments when they and their families demonstrate a readiness for their reception. Readiness is demonstrated by regular Mass attendance, participation in family formation provided by the parishes, and a willingness to continue practicing the faith. Each Catholic family registered at Guardian Angels School must also register with the Religious Education Director of the parish to which they belong. This does not mean that the children will have to attend weekly religious instruction outside of school, but all sacramental communication comes directly through the religious education program of the parishes. Following the Church Guidelines, all sacraments are received in the parish in which the family is registered. There is a separate fee charged for the sacramental program which is determined by the parish. This fee covers the expenses for retreats, speakers, and other costs associated with sacramental preparation. This fee is paid directly to the parish when registering with the sacramental program.

CHILD STUDY TEAM

It is at times necessary for a teacher to recommend evaluation of a child for academic and/or social, emotional reasons. No one can predict the future, but in our experience, the best indicator is that early assessment of possible problem areas does help most children for whom it is suggested.

CURRICULUM

The Academic program offered at Guardian Angels Regional School follows guidelines recommended by the Diocese of Camden. Textbooks are continually evaluated. World Language, library, health, physical education, music, art, and computer literacy are regularly taught.

FAMILY LIFE

The Family Life Program (human sexuality) is presented in grades K-8 and is incorporated in an appropriate subject matter.

HOMEWORK

Homework is an essential requirement for the full scholastic development of the child. Homework is assigned to solidify and integrate what the child has been taught and to foster in the pupil independent work habits, and instill in him or her, a sense of personal responsibility. Homework is posted on the website on a daily basis. Students in grades 3-8 are required to write down their homework in their planner and have it signed daily.

Please insist on your child/ren bringing home the proper materials to complete home assignments. No child or parent may return to the classroom after dismissal to retrieve forgotten materials – even if a teacher is still in the classroom.

HONOR ROLL

Principal's Honors requirements for grades 3-8 include a numerical grade that is equivalent to an A or A+ in each major subject. First Honors requirements for grades 3-8 include a numerical grade equivalent of A/A+ with 1 grade of B in each major subject. Second Honors requires a B or above in any major subject area. Also required for any honors is a grade of "S" or above in conduct, effort, music, art, physical education, computers, and world languages.

PARENT-TEACHER CONFERENCES/ PROGRESS REPORT CONFERENCES

Parent-Teacher Conferences are held to develop a greater understanding of all the children and to aid their growth by mutual effort and sharing of ideas.

Parents with children in grades 1-8 must attend a mandatory conference in November. Kindergarten and Preschool parents are also required to attend a conference in March/April. Individual conferences are provided throughout the year as the need arises. These conferences can be requested by the teacher, parent, or the principal. All conferences must be scheduled 24 hours in advance. PARENTS ARE NOT PERMITTED TO INTERRUPT TEACHERS EITHER BEFORE SCHOOL, DURING CLASS HOUR, OR AT DISMISSAL TIME. TEACHERS SHOULD BE SEEN BY APPOINTMENT ONLY.

PROGRESS REPORTS

Progress reports are distributed as needed throughout the marking period. Once a child's average falls below a score of 77, a progress report may be sent to the parent by the teacher. However, parents have access to student grades through Cornerstone and are expected to monitor their child/ren's progress on a regular basis.

RELIGIOUS EDUCATION

"It is widely recognized that Catholic schools are to be communities of faith in which the Christian message, the experience of community, worship, and social concern are integrated into the total experience of students, their parents, and members of the faculty." Sharing the Light of Faith, 1979, #9, Our religious education program helps our children to form a sound basis for moral and ethical decisions and helps them to acquire an understanding of their relationship with God and each other.

REPORT CARDS

Report Card grades will be electronically distributed periodically throughout the year, in keeping with the policy of the Diocese of Camden, in grades K-8. Parents may access report cards through their Cornerstone account and should examine them carefully. Report cards represent a composite of daily work, home assignments, reports, and tests. The marking system is explained on the bottom of each report card.

Preschool has a report card distributed at the March/April conference. Parent – Teacher Conferences are used to assess a child’s growth.

Kindergarten report card uses a system of grading based on the consistency in which skills are demonstrated.

N.B. The format of report cards is subject to change by the Diocese of Camden.

Progress Reports, Progress Report/Report Card Conferences, or Report Cards will be not be given to families who are not up to date with their financial responsibilities to the school.

SPECIAL SERVICES

Children may also receive the following services if they qualify:

1. Corrective speech therapy
2. Examination and classification of the potentially handicapped in the areas of academics, behavior, or physical condition
3. Home instruction in case of prolonged absence
4. Compensatory education

SUMMER SCHOOL/RETENTION

Academic failure in two or more subjects constitutes grounds for retention. A student, who is doing unsatisfactory work because of a lack of effort or maturity, or excessive absences, may be retained in the same grade. A child who fails one subject must successfully complete summer school before being admitted to the next grade. Failure to attend summer school may result in retention.

All work and tests completed by the student during this time must be presented to the principal by August 30. Results of assignments and tests, recommendation by the tutor and recommendation by the principal will determine his/her readiness for promotion. Failure to do this will result in the student's retention.

TESTING AND EVALUATION

Evaluation is an everyday process. Once a year, however, standardized tests are administered to students in grades 3 through 7. A Cognitive Abilities test is also administered to students in grades 4 and 7.

ADMISSIONS

DAILY SCHEDULE

Grade K - 3

Faculty arrival 7:45

Student arrival 7:50 – 8:00

Prayer 8:10

Lunch/recess Kindergarten – Grade 3 12:10-12:50

Dismissal 3:00

Early Dismissal 12:30

Grade 4-8

Faculty arrival 8:00

Student arrival 8:00 – 8:15

Prayer 8:15

Lunch/recess 12:10 – 12:50

Dismissal 3:15

Early Dismissal 12:45

PRESCHOOL SCHEDULE

Student arrival 8:00

Dismissal (half day) 12:00

Dismissal (full day) 3:00

Unless the student is attending the Morning Care Program, he/she may not be dropped off at school prior to the arrival time stated above. Supervision is not provided prior to the arrival time.

ELIGIBILITY

Guardian Angels Regional School is open to all families - Catholic/Non-Catholic - who wish to send their children. Before admission, incoming families will meet with the principal to discuss academics, behavior, and adherence to the school mission.

Students must meet age cut-off date of Sept. 30.

3 yrs. old by Sept. 30 Preschool 3

4 yrs. old by Sept. 30 Preschool 4

5 yrs. old by Sept. 30 Kindergarten

Age does not guarantee acceptance into our full day academically oriented Kindergarten program. The principal of the school reserves the right to refuse acceptance of a child for Kindergarten based on the result of the Kindergarten screening. Grade placement for students transferring into Guardian Angels Regional School is determined by the principal after consultation with the parents and review of records.

MORNING CARE/AFTER SCHOOL CARE

Our Morning/After School Care Program is provided for students of working parents. Students must obey school rules during this time. All children being dropped off for morning care must be signed in by the parent. Morning/After Care Program is held at the Gibbstown Campus.

Hours are:

7:00 AM – 8:00 AM and 3:00 - 6:00 PM

A late fee is charged to parents who pick up their child after 6:00.

Latchkey fees are billed on a monthly basis. In the event of non-payment please refer to Financial Matters on page 12.

PROBATION PERIOD

The probationary period is a time for review and observation of a student's behavior and academic qualifications. During this period, the behavior and academic progress of the new student will be observed. To properly satisfy the behavioral and academic needs of all students, the needs of the new students must be compatible with the currently available resources of the school. Students whose behavioral and academic needs are beyond the resources of Guardian Angels Regional School will be advised to seek help satisfying those needs. If the psychological and emotional needs or problems of the student are beyond the professional expertise of the faculty or adversely affect the learning environment, the administration has the right to require the withdrawal of any student who is unable to comply with Guardian Angels Regional School standards.

RE-ENROLLMENT FOR CURRENTLY MATRICULATED STUDENTS

Continued enrollment in any given school year and re-enrollment for any subsequent year is subject to the parents/guardians continued support of the mission of the school as documented in the school handbook, and the maintenance of a demonstrably effective and supportive relationship between the school and the parents/guardians. Re-enrollment in a subsequent year is subject to mutual agreement. That agreement may be withheld by the parents or the school administration with or without cause.

REGISTRATION

All new students must complete an admissions application prior to acceptance to Guardian Angels Regional School. Applications may be obtained by contacting the Advancement Office at (856) 423-9440 or by visiting the school website, www.gars-online.com. Once an application is received by the school it is reviewed by the school principal and an interview with the principal is scheduled. The interview must be completed with the principal prior to acceptance. For students looking for acceptance into the 2nd-8th grade, a copy of their report cards from the previous two years of formal schooling must be brought to the interview. For students looking for acceptance into 1st grade, a copy of their Kindergarten report card or an equivalent must be provided. Acceptance letters or rejection letters are sent to parents of students who have been accepted or rejected by the school. If an application is received for a class that is full, the family will be notified and the student will be placed on the waitlist for the specific class.

Open Houses for prospective families are held throughout the school year. The exact dates and information regarding open houses are made known through the Parish Bulletin distributed at Sunday Mass, postings on our school website, and through letters sent home from school.

Re-registration of current students begins in December and ends on February 15th per the Diocesan guidelines. Only families who have registered will receive summer information and information about the new school year. The following are necessary when registering a child:

1. Medical Records
2. Baptismal Certificate/Birth Certificate
3. Transfer slip from school attended (1 – 8)
4. All children admitted to K must be five years of age by September 30
5. All children admitted to Pre-School must be three or four years of age by September 30
6. Parents wishing to transfer children into the school must present academic records such as report cards and Iowa Test results.

N.B. Registration fee is non-refundable

TRANSFER

When a child is transferred from Guardian Angels Regional School to another school, parents should:

1. Contact the office and teacher
2. Return all books and library materials
3. Procure a transfer slip from the school secretary

TUITION

Tuition costs are set by the Diocese of Camden. There are three payment options available: 1) One payment in August at a 3% discount, 2) Two payments, one in August and one in January, at a 1.5% discount, 3) Ten-month payment plan set up through FACTS. Tuition assistance is available through Smart Tuition.

TUITION/LATCHKEY/FINANCIAL MATTERS

In the event of a financial hardship resulting in non-payment, you must contact the principal within 10 days. At that point, the principal will put you in contact with the proper financial consultant to review your balance.

In the event that tuition payments are in default and the principal has not been contacted within 10 days, the child/children will not be permitted to continue the school year until tuition is paid up to date.

In those cases where students are in the eighth grade, the student will not be permitted to participate in graduation ceremonies and activities or receive his/her diploma until tuition is paid.

All present year tuition must be paid in full before the last day of the school year or the student's place for the upcoming school year will not be guaranteed.

ATTENDANCE

"It is the duty of the principal and the teachers to insist on regular attendance. The loss of even one day is detrimental to the pupil's progress." (Diocesan School Board, 1976). New Jersey State law stipulates that "Such regular attendance shall be during all the days and hours that the public schools are in session in the district unless it is shown to the satisfaction of the board of education of the district that the mental condition of the child is such that he/she cannot benefit from instruction in the school or that the bodily condition of the child is such to prevent attendance at school." (18A:38-26)

ABSENTEEISM

Parents are required to send a written note explaining the reason for an absence. Excessive absenteeism of a student from school is considered to be a very serious matter which may inhibit the student learning process. It is the responsibility of the school to notify parents when excessive absenteeism occurs.

Absenteeism occurs when any student is absent from school for any reason which has not been previously approved by the school. The parents of students who have missed 10 or more cumulative days of school within the school year will be notified in the following manner:

1. After 10 cumulative days of unexcused absence, a written warning notice will be sent to the parents.
2. After 18 cumulative days of unexcused absence, a parents' conference should be convened with the principal to inform parents of appropriate corrective measures.
3. If absenteeism continues, the decision to request student retention or withdrawal is the responsibility of the principal.

Long-term absenteeism; i.e. 14 consecutive school days for medical reasons requires that the school arrange for homebound instruction under Chapter 192.

EARLY DISMISSAL

Appointments of any kind that require a student to leave school during the day are strongly discouraged unless there is absolutely no alternative. Parents are required to send a written note in advance informing the teacher of the date/time the student will be leaving. Students are picked up at the school office and signed out.

ILLNESS

Please phone the school office on the first day of your child's absence. Please follow these State Guidelines when your child has been ill:

- Strep Throat - on an antibiotic(s) 24-48 hours before returning to school.
- Conjunctivitis (Pink Eye) - communicable 24-72 hours and until discharge ceases. Antibiotic(s) must be administered at least 24 hours before returning to school.
- Lice - treat with prescription medication. The child may return to class next morning after the head has been checked by the school nurse. Further instructions can be obtained in the School Office.
- Chicken Pox - remain out of school until the last crop of vesicles has crusted and dried.
- Fever - the child should be fever-free (below 100) without the use of fever-reducing medications for 24 hours before returning to school.
- Impetigo - should be on an antibiotic(s) at least 24 hours before returning to school.

LATENESS

Students are expected to be in school by the 8:00 AM bell (Gibbstown) or 8:15 AM bell (Paulsboro). Students who arrive after the bell must be accompanied to the school office by their parent. Students will not be permitted in the classroom without a late slip and the child will be marked late on the report card.

Students will receive a detention after three late arrivals within one marking period.

Habitual lateness will be dealt with in a way which best helps the parent fulfill the responsibility of getting their child to school on time.

PERFECT ATTENDANCE

Perfect attendance awards will be suspended until further notice. This is a recommendation from the CDC as well as from the diocese so as not to encourage children to come to school when possible sickness is present.

RESPONSIBILITY OF PARENTS WHEN A CHILD IS ABSENT

1. The first day back to school following an absence, a student must present a note of explanation to the teacher. This note is to be written and signed by the parent or guardian.

2. On the first day of absence, a parent or guardian is requested to phone the school office before 9:00 AM. A note is required even though a phone call has been made.
 - a. When pupils are absent because of communicable or infectious disease, a note or re-admission slip from a physician should accompany the pupil.
3. Absences which total 30 days constitute a serious obstacle to promotion and re-admission to school the following year.
4. It is the child and his/her parents' responsibility to see that work missed during an absence is made up. The time frame for make-up work is one day for each day the child is absent.
5. Appointments of any kind that require an absence from school should not be made during school time unless there is absolutely no other alternative.

VACATIONS

New Jersey State law requires students to attend school for 180 days, from September to June, unless the child is sick. Teachers are not required to give advanced work or any make-up work or tests if a family leaves school for a vacation.

CODE OF CONDUCT

At Guardian Angels Regional School, we strive to develop a sense of self-discipline in each student, which grows out of a respect for oneself and for others. For that reason, our code of conduct is designed to help each student take responsibility for his/her own actions. We establish rules and regulations to provide and maintain an atmosphere which allows for orderly and efficient school operation. Our goal is to establish a code of conduct that will support the development of young people who consistently manifest the attributes of a committed Christian.

The word discipline is related to the word “disciple”, which means “pupil” or “one who is learning”. We strive for an increasing sense of self-discipline as our students grow and mature through our school. The children are taught to weigh choices and consider consequences. At all levels, they are held responsible for their own actions. Academic problems, while usually handled separately, may be behavioral concerns as well if they involve poor attitude.

We expect our students to help maintain a spirit-filled atmosphere where the unique dignity of each person is respected. We further expect them to take responsibility when mistakes are made and to grow from that experience. We expect our parents to support and encourage their children as they grow into responsible Christians; allowing them to grow means allowing them to be responsible for their own mistakes. Guardian Angels Regional School is committed to working with parents who are the prime educators of their children. Parents and teachers work in collaboration with the Principal for the success and positive growth of the students. The support of the parents is key for this growth to occur. Parents must support the teachers in such a way that the children recognize this partnership

The overall effectiveness of these policies and procedures require the positive and voluntary cooperation of all concerned. Knowledge of the rules and regulations and all their processes are the responsibility of each student of Guardian Angels Regional School. Neither ignorance nor lack of understanding of the rules and regulations will release a student or parent/guardian from the responsibility to cooperate with the stated policies.

At all times, Guardian Angels students will be expected to respect themselves, respect their peers, respect property, and respect authority. Further expectations include the following:

Academic Accountability

- Students are expected to maintain honest integrity in completing all school work.
- Any copied work (including homework) will presume guilt on the part of all students involved.
- A teacher suspecting plagiarism may ask the student to rewrite the work or simply give the student a “0”.
- A teacher may also administer a detention for academic dishonesty.
- A student who forges a parent name on a test or any school document will receive a detention.
- Flagrant disregard of the Academic Policies could result in a suspension.

Cafeteria

- Respect and obey adults on lunch duty.
- Stay in seats until directed to get up.
- Use appropriate language.
- Use conversational voices (inside voices).
- Leave eating area clean.

Casual Clothes Days

- At designated times; students are permitted to wear dress clothes or casual clothes. In such instances, the clothes must be neat, clean, and modest.
- If a student comes to school inappropriately dressed, he/she will have to call home to have their uniform brought to school. He/she will not be able to participate in the following Casual Clothes Day.
- Some guidelines to follow (but not limited to):
 - Shoes must have a back and socks need to be worn
 - No extremely tight or ripped jeans
 - Leggings may be worn under an appropriate length skirt or dress
 - Tee shirts must be appropriate in language and design
 - Shirts must have sleeves covering the shoulders and cannot be revealing due to tightness or low-cut design
 - Skirts or dresses must not be more than 3 inches above the knee
 - The use of makeup or nail polish does not apply to Casual Clothes days

It is up to the discretion of the administration to determine if the student’s clothing is appropriate

Classrooms

Within each classroom, teachers set their own procedures and expectations consistent with school policy. Parents receive a written policy and classroom procedure from the teacher on back to school night. Students receive the same information on their first day in the classroom.

Cheating

- Cheating is a serious compromise of a student’s integrity. If cheating is discovered, the student’s work will be confiscated and a failing grade will be given. The student may also be subjected to a suspension. This also applies to anyone assisting in cheating.
- Copying homework, doing homework in class while it is being corrected, and pretending it is complete are also forms of cheating.

Electronics

- Children are NOT permitted to bring any video games, DVDs, CDs or similar objects to school for personal use. DVDs or CDs may be shared in the classroom with the teacher's permission.
- Electronic skill games are permitted for after-care, but they are not to portray any type of violence at all. Disregard of this rule will result in the game being taken away.
- E-readers are allowed, with a signed permission form from the parent/guardian. E-readers are strictly used for the reading of the acceptable material. Absolutely no game playing, internet use, or other applications may be used with the E-reader. Disregard of these rules will result in the E-reader being taken away from the student.
- Cell phones are permitted with the parents' written permission. These will be used for emergency situations only and must be kept in the bookbag at all times. If a child is found with a cell phone out of the book bag at any time during school hours, the phone will be taken away until a parent picks it up. The child will no longer be permitted to have the phone with him/her for the remainder of the year.
- **Guardian Angels School/personnel will not be held liable for any of this type of personal property being lost, borrowed, or taken.**

Hallways

- Remain silent and orderly when passing other students and classrooms.
- Keep to the right.

Harassment (See Appendix B)

- Harassment/bullying is behavior or words that may be repeated or offensive; are uninvited, unwanted and unwelcome; cause a person to feel uncomfortable, and create an environment that makes learning difficult or impossible. Harassment is unfair, disrespectful, and has no place in any Catholic school in the Diocese of Camden. It is considered a serious offense and can lead to a student's dismissal from school.

Latchkey

- Students must obey all school and classroom rules.

Off-Campus

- The administration of Guardian Angels Regional School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes but is not limited to, cyber-bullying.
- A student who brings discredit to himself/herself and the school through public misconduct will be subject to disciplinary action when the matter is brought to the attention of the school administrator.

Playground

- Respect all playing areas.
- Follow playground rules.
- Be considerate of others.
- Respond promptly to the bell; walk to the line in an orderly fashion.

- Return to classroom quickly and quietly.
- Use only equipment provided by the school.

School Bus

A continuing violation of good order aboard the buses (such as standing, talking too loudly, etc.), or at the bus stop (such as rough playing, bothering families nearby, or using unkind language); will bring a suspension of riding privileges and/or in-school suspension. The length of suspension will be determined by the school principal.

1. The following regulations must be observed:

- Children upon boarding a bus shall immediately be seated and put on their seat belt.
- Children shall remain seated until the bus has come to a full stop.
- Children shall at all times keep their entire bodies within the bus.
- Unruly conduct shall not be permitted within or outside the bus.

2. Poor and disruptive behavior will be punished by the manner listed below or by suspension or expulsion, depending on the seriousness of the violation. Disruptive behavior on a school bus consists of the following: loud or boisterous talking or singing, profanity, vulgarity, disobedience or impudent remarks to the bus driver/aide, fighting, or annoying another pupil in any manner or by any means, eating, depositing paper or litter in the school bus, defacement or destruction of the school bus or equipment, or the neighborhood, projecting any part of the body or any object through the windows and negligence or refusal of a pupil to sit in the seat assigned by the bus driver.

- First Bus Offense: Bus report will be sent to parents by the principal stating the date and nature of the offense and a warning.
- Second Bus Offense: Three-day bus riding suspension
- Third Bus Offense: Riding privileges are removed for the remainder of the year.

N.B. Detentions may also be given according to the offense on the bus.

3. The following offenses will warrant immediate suspension from riding the school bus for 3 days and a school suspension:

- Fighting
- Flagrant disrespect to bus driver

Uniforms

- Students must dress properly according to our school uniform codes at all times.

Violence

- Any physical assault, threatening gesture or verbal abuse is considered a form of violence. It includes verbal threats to inflict harm or attempting to harm (strike, push and/or physically aggravate). Verbal harassment or use of offensive language or gestures, disorderly conduct (shouting, throwing things, punching walls, slamming doors), false malicious statements (oral or written), fascination with weaponry are all forms of violence.
- Any type of violence is punishable by suspension or dismissal from school. Local law enforcement may be called when deemed necessary. **Any threats or abuse must be immediately reported to the principal, or head teacher if the principal is absent.** It is easier to handle the situation when it is clear in everyone's mind, rather than dealing with stories that are blurred by weeks of time.

CONSEQUENCES TO NON-COMPLIANCE OF SCHOOL RULES

At all levels, students will be expected to state the unacceptable behavior and accept responsibility for their choices. Part of accepting responsibility is accepting consequences that result from choices. In disciplinary cases consequences may include, but are not limited to the following:

- Written warning for the first offense.
- A written warning and loss of recess/privilege will be issued upon the subsequent offense.
- Upon receipt of a third written warning for any offense, the student will be assigned an after/before school detention. At this time, the teacher or an administrator may request a parent conference. Parents will also have the opportunity to request a conference.
- A third detention will warrant a suspension. A parent conference will be mandatory at this time.
- An excess of two suspensions will call for a review and possible expulsion.
- Any student serving any type of suspension will not be allowed to participate in any school-related extra-curricular activities the day of the suspension.

More serious offenses, such as the following, may warrant a suspension, expulsion, and in some cases civil prosecution:

- Disrespect of others by word, gesture, or action
- Stealing or cheating
- Continual and willful defiance and disobedience
- Damage or defacement of school property or the property of others
- Possession of weapons or instruments that are deemed inappropriate or injury causing
- Threats of violence
- Possession or association with alcohol, cigarettes, or drugs on school property or at school-sponsored events
- Any immoral conduct of a serious nature
- Arson
- Endangering the welfare of others

Any serious conduct, which causes disruption in the classroom or the school, is unacceptable. The Principal reserves the right to determine the seriousness of any school issue and to determine the appropriate course of action to be followed.

DETENTION

For a minor violation of school regulations, the offending student may be detained in school for one half hour on a date determined by the teacher in charge. The parent will receive, at least 24 hours in advance, a written notice of the detention. This note must be signed and returned to school the day after it has been issued. A signature means you have seen the note and are aware of the detention, not that you are in agreement with it. Necessary arrangements must be made for transportation. The school is not responsible for your child after they have served their detention. Parents must provide transportation at the appropriate time.

DISMISSAL

An excess of two suspensions in the course of one-year is grounds for dismissal.

SUSPENSION

A child may be suspended from school for a serious violation of school policy or for frequent minor violations. Suspensions may extend from one to two days. When a student is suspended,

his/her parents are notified. Before being re-admitted, a conference will be arranged with the principal, the teacher(s), and the parent(s)/guardian in attendance. No re-admittance may occur prior to this conference. The administration reserves the right to dismiss any student at any time for a just cause.

COMMUNICATIONS

APPOINTMENTS

- When in doubt regarding some regulation, parents are requested to contact the school to clarify the point in question.
- Appointments for a conference with the principal or a teacher may be made through the school office.
- Chain of command - Teacher/principal/diocese
- **VISITORS AND PARENTS ARE NOT PERMITTED TO ENTER THE CORRIDORS OR THE CLASSROOMS without stopping in the office first to receive a pass regardless of their purpose or intention.**
- **Parents/Visitors are asked not to use the secretary's office or offices of other staff members for socialization purposes. Although conversations may not directly involve the secretary or staff member, it does interfere with work that must be done.**

COMMUNICATION / MONTHLY CALENDAR

One of our goals is to try to help the environment by limiting our paper usage in our communications. You will receive on a weekly, or more often if needed, an email from the sender: *messagefromgars@gmail.com*. This will include our newsletter and any other announcements that need to be sent to you. If you do not receive messages on a regular basis, please contact the school office as there might be a problem with email addresses. You can always contact the school by emailing *garsoffice@gmail.com* or for personal issues you may email Sr. Jerilyn at *fmijje@yahoo.com*. Please check with each teacher regarding their school/home communication and direct email to them.

Family folders will be distributed to the oldest student in your family every other Thursday during the school year. The folders will include lunch order forms, monthly calendars, and important announcements. Please review the information in the folder and have your student return the empty folder the following day.

CUSTODIAL AGREEMENTS AND STUDENT ACCESS

It is the responsibility of the parent/legal guardian to present to the school a notarized copy of the court order determining custody agreements. The copy will be kept in a confidential file.

The school abides by the provisions of the Buckley Amendment. Thus non-custodial parents will be given access, when requested, to academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that a non-custodial parent is denied access to that information.

The INTERNET AND SOCIAL COMMUNICATION

The use of the internet and all forms of social communication (written or verbal) not only has to be ethical but follow Catholic/Christian norms. No parent, student, or teacher has the right to violate the rights of another person by improper use of any type of social communication.

Blogs

Engagement in online blogs such as, but not limited to, Instagram®, Facebook®, Twitter®, SnapChat®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

Bullying and Cyber-bullying (See Appendix B)

Guardian Angel Regional School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest online) face detention, suspension, and/or expulsion.

School Computer Privileges (See Appendix C)

Sexting

Students involved in possession or transmission of inappropriate photos on their cell phone or other electronic devices face suspension and/or expulsion.

Texting

Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

All parents must sign an "Acceptable Use Policy" before their child will be permitted to use the internet in school.

DRESS CODE/GROOMING

General Grooming Norms

The intention of the uniform is to provide a standard of dress which eliminates fashion competition in the school setting, thus distracting the students from the real reason they are in school, namely to learn about God, their community, and the world.

Boys' hair should be neatly groomed, cut above the collar, above the ears, and off the face. Girls' hair should be neatly groomed and not cover the eyes. For boy and girls: all hair around head should be neatly trimmed. Fashion haircuts or color is not permitted. Highlighting is not permitted.

For girls' safety, only post earrings (one per ear), no more than one necklace or bracelet or ring may be worn. Make-up or nail polish may not be worn. Boys may wear a bracelet or neck chain. Earrings are prohibited for boys. The decision on all grooming matters resides with the principal.

School Uniforms

To avoid different shades of blue/khaki, etc. and different nuances regarding styles, all uniforms – including gym uniform – MUST be purchased through the following store:

Flynn & O'Hara Uniforms
237 S. Black Horse Pike
Mt. Ephraim, NJ 08059
(856) 931-8838

The following is a list per grade:

Kindergarten-3rd Grade

Girls:

Summer – in effect from opening of school until October 15th

- Khaki Skort or Khaki shorts or Khaki pants
- Blue golf shirt with school name
- White or navy blue anklets or navy blue knee socks
- Brown, black, or navy shoes (please refer to shoe specifications)
- A belt must be worn if wearing shorts/pants

Winter – in effect from October 16th to April 15th

- Khaki Skort or Khaki pants – Brown or black belt
- Blue Oxford Shirt (Short or long sleeve)
- Navy Blue Cardigan Sweater with school name
- Navy blue knee socks or navy blue tights
- Brown, black or navy shoes (please refer to shoe specifications)

Boys:

Summer – in effect from opening of school until October 15th

- Khaki pants or Khaki shorts – Brown or black belt
- Blue golf shirt with school name
- Navy or Khaki socks
- Brown or black shoes (please refer to shoe specifications)
- A brown or black belt

Winter - in effect from October 16th-April 15th

- Khaki pants - Brown or black belt
- Blue Oxford Shirt (Short or long sleeve)
- Navy Crew Neck Sweater with school name or Navy V- Neck vest or V-Neck sweater with school name
- Plaid uniform tie
- Navy or Khaki socks
- Brown or black shoes (please refer to shoe specifications)
- A brown or black belt

Shoe Specifications:

The shoe requirements for our school are as follows:

- Solid colors of black, brown or navy blue are acceptable
- The soles must be rubber and non-scuff.

All students are to wear one of the following shoe styles:

Gibbstown Shoes

Girls

Boys



Girls must wear some sort of biker shorts, boxers, or slip under their skirts. All ankle socks must cover the ankle bone – socks that slide down into the shoes are not permitted.

4th-8th Grade

Girls:

Summer – in effect from opening of school until October 15th

- Plaid uniform skirt or Khaki shorts
- Blue golf shirt with school name
- White or navy blue anklets or navy blue knee socks
- Brown, black, or navy shoes (please refer to shoe specifications)
- Brown or black belt when wearing shorts

Winter – in effect from October 15th to April 15th

- Plaid uniform skirt (shorts, boxers or a slip must be worn under the skirt) or khaki pants
- Blue oxford shirt (Short or long sleeve)
- Navy blue Vest or navy blue V-Neck pullover sweater with school name
- Navy blue knee socks or navy blue tights (no pattern on the tights)
- Brown, black, or navy shoes (please refer to the shoe specifications)

Boys:

Summer – in effect from opening of school until October 15th

- Khaki pants or Khaki shorts
- Blue golf shirt with school name
- Navy or Khaki socks
- Brown or black shoes (please refer to shoe specifications)
- Brown or black belt

Winter – in effect from October 15th to April 15th

- Khaki pants
- Blue oxford shirt (Short or long sleeve)
- Navy blue vest or navy blue V-Neck pullover sweater with school name
- Plaid Uniform Tie
- Navy or Khaki socks
- Brown or black shoes (please refer to shoe specifications)
- Brown or black belt

Paulsboro Shoes

****Girls****



****Boys****



Girls must wear some sort of biker shorts, boxers, or slip under their skirts.

All ankle socks must cover the ankle bone – socks that slide down into the shoes are not permitted.

Gym Uniform

All grades – Gym uniform consists of Navy blue sweat suit with GARS logo or Navy blue gym shorts with GARS logo and Navy blue t-shirt with GARS logo
White gym socks (MUST COVER ANKLE BONE) and sneakers
Gym uniform is worn to school on gym days

EMERGENCY PROCEDURES

EMERGENCY DRILLS

Guardian Angels Regional School has developed an Emergency Management Plan that will be followed regarding any type of emergency situation.

FIRE DRILLS

As required by New Jersey State Law, two fire drills are scheduled each month

IPM

In accordance with NJ State law, Guardian Angels Regional School has a pest management policy. If anyone would like to see the details of the policy, please call the school office.

SECURITY DRILLS

A new law, which went into effect on November 10, 2010, requires all of our schools to conduct a security drill each month we are in session. The teachers have received training and our emergency plan is developed. There are four categories the school needs to practice – Bomb Threat, Evacuation, Lockdown, and Active Shooter. Plain and explicit language will be used when announcing these drills. We will be practicing each of these drills twice throughout the year.

If there is ever an emergency, you will be notified by Gloucester County Alert System, (please sign up), the website, and/or a phone call. If the school is ever in lockdown, or if we have evacuated, please do not come to the school. This will only cause confusion and impede emergency management from properly responding. You will be updated regarding the status of the school. Thank you for your cooperation.

WEATHER EMERGENCIES

In the case of a school closing due to weather or a school emergency, you will be notified by the one or all of the following methods:

- KYW news radio. Our school number is 1275.
- ABC, CBS, NBC, and/or Fox news
- Our school website – www.gars-online.com
- Gloucester County Alert system via text and/or email
- Phone call from the school office or classroom coordinator

Should school close early due to weather or another emergency, all parents will be notified by phone. Your child will be kept at school until he/she is picked up. You may also check the website www.gars-online.com for updated information. There is no after school care program or extra-curricular activities when school closes early due to snow or another emergency. All emergencies are also broadcast through the Gloucester County Alert System.

GENERAL

BOOKS/ SCHOOLBAGS/SCHOOL SUPPLIES

Textbooks must always be kept covered and in good condition. Any marking on books (cover, pages, sides of pages, etc.) is strictly forbidden. Covers are NEVER to be scribbled on. A fine will be charged if books are damaged. Full payment must be made if books are lost or misplaced.

Workbooks belong to the students. They must be covered with clear contact paper. Owners can write in them, remove test pages at the request of the teacher. Workbooks will be collected at the end of the year. Lost workbooks must be replaced promptly at the expense of the parents/child.

Schoolbags All students from Grades K to 8 MUST use a schoolbag.

Students in grades 6 – 8 may use a tote bag (that does not zipper or close) to carry school books from classroom to classroom.

School supplies are the responsibility of the student. Children must have the necessary supplies for class activities each day.

CLASS TRIPS

Field trips are privileges afforded to students, not absolute rights. Any student who has been suspended from school will be denied the privilege of taking part in the class trip. He/She will have a written assignment to complete in school on the day of the class trip so the educational purpose of the trip is fulfilled.

Class trips are made only with the permission of the parent. When such trips are being planned, permission slips will be sent home to be signed by the parent. If a student has a special health need, parents should contact the teacher well in advance.

Class trips are not considered family outings. Students from other grades are not permitted to attend the class trip of their siblings.

PARTIES AND INVITATIONS

Invitations to parties or out of school events will only be handed out in the classroom if every child in that class is invited. When your child celebrates a birthday a snack may be sent in to share with classmates. Snacks are limited to cupcakes, brownies, cookies, donuts or donut holes along with napkins. Do not send in ice cream, cakes, cookie cakes, drinks, party favors etc. These will not be passed out but will be returned to the parent at the end of the day. Birthday snacks will be passed out at snack time only. A notice must be sent to the teacher 2 days in advance so that arrangements can also be made for children with food allergies. Summer birthdays may be celebrated during the school year. Please contact your teacher to arrange a day to bring in a snack for your child.

SEARCH

Desks/lockers/book bags/pencil cases, etc. or child/ren can be searched for reasonable cause at any time. Lockers are issued to students in grades 6, 7 and 8. These will remain unlocked at all times. A condition for using a locker is that it be kept neat at all times. Failure to do so will result in locker privileges being removed.

MEDICAL

EMERGENCY FORMS

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address/phone record at the school office. Notify the school immediately if you have a change of address/phone during the school year. A change of address, phone number or any other condition pertinent to your child's care and safety at school should be put into writing and presented to the school office when the change occurs. Emergency phone numbers should be provided and updated as needed. Promptly return the school emergency form distributed in September. In the case of extreme medical emergencies, 911 will be called. The ambulance service transports students to the nearest hospital only. Parents will be contacted by the school immediately and advised to meet their child in the emergency room.

ILLNESS

Please phone the school office on the first day of your child's absence. Please follow these State Guidelines when your child has been ill:

- Strep Throat - on an antibiotic(s) 24-48 hours before returning to school.
- Conjunctivitis (Pink Eye) - communicable 24-72 hours and until discharge ceases. Antibiotic(s) must be administered at least 24 hours before returning to school.
- Lice - treat with prescription medication. The child may return to class next morning after the head has been checked by the school nurse. Further instructions can be obtained in the School Office.
- Chicken Pox - remain out of school until the last crop of vesicles has crusted and dried.
- Fever - the child should be fever-free (below 100) without the use of fever-reducing medications for 24 hours before returning to school.
- Impetigo - should be on antibiotic(s) at least 24 hours before returning to school

Parents are required to send a written note explaining the reason for an absence. Excessive absenteeism of a student from school is considered to be a very serious matter which may inhibit the student learning process. It is the responsibility of the school to notify parents when excessive absenteeism occurs.

MEDICATION POLICY (See Appendix A)

The distribution of medication in school is discouraged. If it becomes necessary, please send only enough for school administration in the original pharmacy container. Include a signed note from the parent giving permission to administer medication and a note from the doctor requesting the medication to be distributed. Medication cannot be distributed without both notes. A student on long-term daily medication will provide the school with a written note from the physician detailing the diagnosis, name of the drug, dosage and time to be given. Students may not carry over the counter or prescription medicine to school. This is against NJ State law and subjects children to possible criminal juvenile records and expulsion from school.

PHYSICALS

A yearly physical and dental exam are strongly advised for all students. Those participating in the sports programs are required to have a yearly physical and have the appropriate form signed by the physician.

SCREENING PROCEDURES

- | | |
|---------------------------|--------------|
| 1. Hearing screening | Grades K - 8 |
| 2. Vision screening | Grades K - 8 |
| 3. Height and Weight | Grades K - 8 |
| 4. Hypertension screening | Grades 7 - 8 |
| 5. Scoliosis screening | Grades 5 & 7 |

N.B. Parents will be notified if a problem exists in the above areas

STUDENT ACCIDENT INSURANCE

The Diocese has adopted a uniform program of student accident insurance for all students in its elementary and secondary schools. The program will cover certain costs resulting from accidents for medical or hospital services without the necessity of providing liability. This is a secondary insurance policy. The cost is included in your tuition.

SCHOOL BOARD

The purpose of the GARS school board is: To promote and advance the mission of our school for the education and instruction of its students in keeping with the principles of the Roman Catholic Church; to secure the finances of our school; and ensure a course of education as prescribed by the Diocese of Camden and the applicable policies, rules, and regulations of the state of New Jersey.

The board, with limited jurisdiction, is a participatory, policy-making body for all matters pertaining to the school. All decisions of the board shall be binding upon the school administrators and shall be in compliance with canon law.

The board's executive committee consists of Pastor, principal, president, vice president, and secretary. Sub-committees are Advancement, Finance, Facilities, Educational Programs and Policy, Student Life, and Strategic Planning.

SCHOOL PTA

The Parent Teacher Association of Guardian Angels Regional School consists of each parent of the students of GARS, and an executive board made up of 9 parents. The PTA holds 4 general meetings per year – November, January, March, and June. The executive board is comprised of a president, vice-president, secretary, treasurer and 5 board seats. The executive board meets monthly.

The function of the PTA is to provide support to the parents, students, and staff of the school through, but not limited to, monetary compensation (end of year gift, special needs that arise during the school year), entertainment (Family Fun nights, Catholic Schools Week activities), and fundraising.

PTA nominations take place in May. Nomination forms are sent out to each family and the families are asked to nominate themselves or someone else they think would be an asset to the PTA board. Nominees are called and asked if they will accept the nomination. Voting for the board members occurs in late May/early June. Ballots are sent out with the nominees' names and a brief biography of each person. One ballot per family is sent out. The ballots are tabulated by a third party. After the board is chosen, offices are decided at the restructuring meeting held in July.

VOLUNTEERS/PARENTAL CONDUCT

Research indicates that parent volunteerism in schools enhances student self-esteem, increases academic achievement, and improves student behavior and attendance. We appreciate the priceless service that you provide us. There are some policies and procedures that we are asking you to abide by.

- **AFTER SCHOOL ACTIVITIES**

- Children may not be left alone with fewer than two adult volunteers.
- Children may be released only to their parent or legal guardian. If someone else is taking the child home, this must be kept on record – in writing.
- All facilities that are being used by a group after school must be left in order. If the lower level of the convent is being used and the trash cans are used, please make sure that they are emptied when you leave. Also, make sure that tables are replaced the way you found them, that they are wiped off if crafts were used, or if food was served, doors are locked, lights are out.

- **APPLICATION PROCESS**

- Please fill out all of the information requested on the Volunteer Application that will be sent home. Sign and date and return to the Main Office. All volunteers who have regular contact with our children **MUST** be fingerprinted through a school process and attend the Child Assault Prevention Workshop. This includes lunchroom volunteers, room parents, coaches or athletic helpers, scout leaders, or anyone else who may be with our children.

- **CONFIDENTIALITY**

- A volunteer operates in a position of trust. Personal information pertaining to students must be kept confidential. Children's actions, responses, progress or problems at school are not for sharing in the community. Conversations between parents, teachers, and students in the school are confidential. Volunteers – or any parent for that matter - should not discuss these conversations outside of school. Refer any concerns to the Administration. Besides being unchristian, any defamatory talk or writing (social media included) that can ruin the reputation of a child, another parent, teacher, staff, or administrator can be considered libel or slander and legal matters may ensue.

- **DEPENDABILITY**

- The school relies on your support. We ask that you follow through on tasks by attending to scheduled times and please give notice of absence whenever possible.

- **DISCIPLINING CHILDREN**

- Volunteers may not punish the children in any way. Yelling at children, using sarcasm or in any way humiliating a child is strictly forbidden. If a child must be corrected, gently remove the child from the room – speak to him or her and refer the matter to either the principal or the head teacher of the campus. Please remember to treat each child the way you would like your child to be treated.

- **SIGN-IN PROCEDURE**

- School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to

wear a designated badge or sticker that may be picked up in the office. Visitors and/or volunteers are to return the badge and sign out at the time of departure.

- While you are in the building, you must be present only in the area in which you are volunteering. (Example: if you are here for gift cards, you may be only in the gift card area, not visiting the classrooms, secretary office, etc.) The same for lunch volunteers, classroom volunteers, etc. If you are bringing younger children – which is not advised – your child must stay in the room where you are. If this makes it difficult for you to do your volunteer work, I ask that you wait until later to begin your volunteering. If you are volunteering as a room parent, no siblings may come – there just is not room in the classroom for other children besides the students. Thank you for your understanding in this matter.
- **VOLUNTEER DRESS**
 - Guardian Angels Regional School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of Guardian Angels Regional School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops, no workout apparel, and no jeans in the front office.

TRANSPORTATION

BICYCLES

Bicycle riders are expected to cooperate with school procedures by carrying out the following rules:

- Bicycles are to be parked in the front of the building
- Bicycles are permitted to carry one rider only, the child should ride with the traffic for safety purposes
- Bicycles are to be walked to and from the playground area
- Any student riding a bicycle to school must wear an approved helmet as per state regulations

N.B. Any child riding a bike to school without a helmet will not be permitted to ride his/her bike home.

CAR

Drivers are expected to show courtesy to other drivers and all students in the school area. Please observe all traffic directional signals.

WALKING

Children who walk from school must obey the rules for pedestrians. For your child's safety, this includes crossing the street at the corner and walking against the traffic, using sidewalks wherever they are provided.

Appendix A

Policy Regarding Medication

School Policy (effective 9/1/08) Regarding Administration of Medication

It is the Policy of the School to prohibit the use of medication by children in school except as noted in this policy. Any pupil who is found to possess medication in violation of the requirements of this policy will be sent home and may be subject to discipline, up to and including suspension or expulsion. Pupils are not permitted to share or dispense medication to other pupils. Any pupil found sharing or dispensing medication to another pupil is subject to disciplinary action, up to and including suspension or expulsion. Dispensing of medication must in all circumstances be done pursuant to the requirements of the School Nurse.

Self-Administration of Medication by Pupil

In case of asthma or other potentially life-threatening illnesses or life-threatening allergic reaction, a pupil will be permitted to self-administer medication on school property and/or during school events provided ALL of the following requirements have been met in advance:

- (1) the parents or guardians of the pupil provide to the chief school administrator written authorization for self-administration of medication;
 - (2) the parents or guardians of the pupil provide to the chief school administrator written certification from the physician that the pupil has asthma or another potentially life-threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication;
 - (3) the chief school administrator will inform the parents or guardians of the pupil in writing that the school and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil;
 - (4) the parents or guardians of the pupil sign a statement acknowledging that the school shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents or guardians shall indemnify and hold harmless the school and its employees or agents against any claims arising out of the self-administration of medication by the pupil; and
 - (5) the permission is effective for the school year for which it is granted but must be renewed for each subsequent school year pursuant to the requirements of paragraphs (1) through (4) above.
- A pupil who is permitted to self-administer medication under the provision of this policy shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided that the pupil does not endanger himself or other persons through misuse.

NOTE: In the case of asthma, children will use their own nebulizers. However, a backup nebulizer will be maintained in the office of the School Nurse.

Administration of Medication by School Nurse or In Certain Instances, The Nurse's Designee

The following policy applies to the dispensing of medication in the school. The dispensing of medication will be permitted only by the School Nurse and as set forth in this policy and only when ALL requirements have been met:

1. the parents or guardians of the pupil provide to chief school administrator written authorization for the administration of the medicine, including epinephrine.
2. the parents or guardians of the pupil provide to the chief school administrator written orders from the physician or advanced practice nurse that the pupil requires the administration of medicine. In the case of epinephrine, the written order must state that it is for anaphylaxis.
3. the chief school administrator informs the parents or guardians of the pupil in writing that the school and its employees or agents shall have no liability as a result of any injury arising from the administration of the medicine, including epinephrine via a pre-filled auto-injector mechanism;
4. the parents or guardians of the pupil sign a statement acknowledging their understanding that the school, its employees, and agents shall have no liability as a result of any injury arising from the administration of medicine to the pupil, including epinephrine via a pre-filled auto-injector mechanism, and that the parents or guardians shall indemnify and hold harmless the school and its employees or agents against any claims arising out of the administration of the medicine, including epinephrine via a pre-filled auto-injector mechanism; and
5. the permission is effective for the school year for which it is granted but must be renewed for each subsequent school year upon fulfillment of the requirements of paragraphs (1) through (4) above.

NOTE: On any day that the nurse is not at school, there will be no dispensing of medicine to the pupil that day at school. Parents and guardian agree that if the dispensing of medicine to the pupil that day is necessary, the parent or guardian will come to the school to dispense the medicine to the pupil. The sole exception is for epinephrine (as noted in C below).

The parent or guardian agrees that it is the parent or guardian's obligation to find out whether the nurse will be at a school that day. It will be the parent or guardian's responsibility to make contact with the principal's office to determine whether the school nurse will be available that day and to leave a telephone number where the parent or guardian can be immediately reached. If the School has a telephone dial-in voice-recording system, it may use it to indicate where the nurse will be attending a school that day.

Special Requirements Regarding Epinephrine

The only exception to the NOTE above in paragraph B is the emergency administration of epinephrine via pre-fill auto-injector mechanism for a pupil's anaphylaxis. For parents and guardians who have met the requirements of B above for administering the epinephrine, the nurse in consultation with the Chief School Administrator shall designate one or more volunteers to administer epinephrine via a pre-filled auto-injection to a pupil for anaphylaxis when the nurse is not physically present at the school. However, the School Nurse shall at all times have primary responsibility for the administration of epinephrine. The School Nurse will assure that her substitute has been properly trained in the administration of the epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the Department of Education in consultation with the Department of Health and Human Services.

In the absence of the nurse, such designee(s) will be available to administer the epinephrine only when ALL of the following requirements have been met:

- a. the parents or guardians of the pupil consent in writing to the administration of the epinephrine via pre-filled auto-injector mechanism by the designees;
- b. the chief school administrator informs the parents or guardians of the pupil in writing that the district and the school and its employees and agents shall have no liability as a result of any injury arising from the administration of the epinephrine to the pupil;
- c. the parents or guardians of the pupil sign a statement acknowledging their understanding that the school and its employees and agents shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil and that the parents or guardians shall indemnify and hold harmless the school, its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the pupil; and
- d. the permission is effective for the school year for which it is granted but must be renewed for each subsequent school year upon fulfillment of the requirements in paragraphs a. through d. above.

PLEASE ALSO NOTE: With respect to the emergency administration of epinephrine only:

1. Any pupil who is injected with epinephrine must be transported to a hospital emergency room by emergency services personnel, and this requirement applies even if the pupil's symptoms appear to have resolved.
2. The pupil's prescribed epinephrine shall be placed in a secure but unlocked location easily accessible by the School Nurse and designee(s) to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function. The location of epinephrine shall be indicated on the pupil's emergency care plan. Back-up epinephrine shall also be available at the school if needed.

Appendix B

Bullying Prevention Policy

Introduction

The Diocese of Camden and the Catholic Schools Office believe that each Catholic school in the Diocese of Camden must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing a Catholic educational environment that permeates all aspects of its daily life and operations.

Each student should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that we do our best to provide a safe, positive and productive educational environment where each student may be afforded the opportunity to achieve his or her maximum potential, without being subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying, Retaliation and other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Pastors, principals, faculty and other employees are expected to demand that all students treat each other with civility and respect. Bullying, Cyber-Bullying, and Retaliation are not to be tolerated.

Accordingly, the Bullying Prevention Policy ("Policy") has been duly promulgated by the Roman Catholic Bishop of Camden ("the Bishop") to apply to all Catholic Schools of the Diocese of Camden and all Parish Schools located within the Diocese of Camden, as well as to all other schools to which the Bishop or a pastor or group of pastors has authority to appoint or approve governing officers or administrators.

Definitions

For the purpose of this Policy, the following definitions shall apply:

Aggressor means a student who engages in Bullying or Retaliation.

Bullying is the repeated use, by one or more students, of written, oral, or electronic expressions or physical acts or gestures of any combination thereof, with the intent to ridicule, harass, humiliate or intimidate the victim, directed at a Target, which a reasonable person should know would have the effect of:

- causing physical or emotional harm to the Target or damage to the Target's property;
- placing the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- causing the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or materially and substantially disrupting the educational process or the orderly operation of a school.

An isolated incident, however egregious, is not Bullying. Numerous acts of misconduct against different students do not constitute Bullying. Such conduct may warrant disciplinary action but is not Bullying.

Bullying includes Cyber-Bullying

Cyber-Bullying means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- Wire
- Radio
- Electromagnetics
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as the author of posted content or message if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more people, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

Plan means the Bullying prevention and intervention plan established by the school.

Retaliation means any form of intimidation, reprisal or harassment directed against a student who reports Bullying or provides information during an investigation of Bullying.

School Grounds means property on which the school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

Staff means all employees of the school or parish and other individuals who receive stipends from the school or parish.

Target means a student against whom Bullying or Retaliation has been perpetrated.

The prohibition against Bullying and CyberBullying is prohibited:

- on School Grounds;
- on property adjacent to School Grounds;
- at any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- at a school bus stop;
- on as school bus or any other vehicle owned, leased or used by the school; or
- through the use of technology or an electronic device owned, leased or used by a school

Bullying by students is also prohibited at other locations and through other means if it:

- causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or
- materially and substantially disrupts the educational process or the orderly operation of a school.

Nothing contained in this Policy or in any Plan shall require a school to monitor any non-school related activity, function or program.

Prevention and Intervention Plan

The principal (or the individual who holds a comparable position) (herein, the “Principal”) of each school shall be responsible for overseeing the development of a prevention and an intervention plan in consultation with others, which may include Staff, school volunteers, community representatives, local law enforcement agencies, students, parents, and guardians. The Plan must comply with the requirements of this Policy. The Plan must be promulgated by September 1, 2014.

The Plan shall include, but need not be limited to:

- definitions of Bullying and Retaliation as contained in this Policy;
- prohibitions against Bullying and Retaliation;
- clear procedures for students, Staff, parents or guardians and others to report Bullying or Retaliation;
- the range of disciplinary actions that may be taken against an Aggressor for Bullying or Retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior;
- a provision that a student who knowingly makes a false accusation of Bullying or Retaliation may be subject to disciplinary action;
- a strategy for providing counseling or referral to appropriate services for Aggressors and Targets and for appropriate family members of such students;
- provisions establishing a Bullying prevention program or curriculum;
- provisions for informing parents and guardians about the Bullying prevention program or curriculum of the school.
- A provision for ongoing professional development to build the skills of all Staff members, including, but not limited to, the Principal, educators, faculty, other staff, athletic coaches, advisors to extracurricular activities, and volunteers, to prevent, identify and respond to Bullying. The Plan shall be reviewed and updated at least every three years.

The Principal is responsible for the implementation and oversight of the Plan within his or her school.

Reporting

Any Staff member who witnesses or becomes aware of Bullying or Retaliation shall report the incident(s) immediately to the Principal or to the Staff member designated in the Plan as responsible for receiving such reports, or to both the Principal and such designee.

Investigation

Upon receipt of such a report, the Principal or his or her designee shall promptly conduct an investigation.

Investigation of Complaint

Once a complaint has been reported, the Principal or his or her designee shall promptly investigate to determine if Bullying has occurred. The Principal will review the disciplinary history of the student(s) accused, for an indication of a pattern or past history of similar behavior. A written report of the investigation shall be prepared when the investigation is complete. The report shall include findings of fact, a determination of whether acts of Bullying were verified, and, when acts of Bullying were verified, the disciplinary action taken and any non-disciplinary action provided or recommended to the parents or guardians.

Retaliation

Retaliation against a person who reports Bullying provides information during an investigation of Bullying or witnesses or has reliable information about Bullying shall be prohibited.

Disciplinary Action

Once the investigation is complete, the Principal or his or her designee shall determine the consequences for the Aggressor(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. While conduct that rises to the level of Bullying will generally warrant disciplinary action against the students responsible for Bullying, whether to impose disciplinary sanctions and what sanctions to impose in a particular case are matters within the professional discretion of the Principal or his or her designee. It is the goal of the school to have students achieve redemption, learn, and stop Bullying.

Disciplinary action for children in preschool and kindergarten will generally be handled by the child's teacher working with the student, the student's family, and the Principal (as needed). These children are very young and are learning social skills.

Non-disciplinary Intervention

When Bullying is identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of Bullying, its prohibition, and their duty to avoid any conduct that could be considered Bullying.

Training

Annual training on the Plan shall be provided for Staff and, at the discretion of the Principal, for volunteers who have significant contact with students.

Publication and Notice

At the beginning of each school year, the Principal or his or her designee shall provide notice to the Staff of the Policy and the Plan. Relevant student-related sections of the Plan shall be included in the school handbook provided to the students and their parents or guardians each year. The Plan shall be posted on the school's website.

Notifications

If the Principal or his or her designee determines that Bullying or Retaliation has occurred, he/she shall:

- notify the local law enforcement agency if called for by the Memorandum of Agreement with Law Enforcement;
- notify the parents or guardians of the Aggressor; and
- notify the parents or guardians of the Target.

The specific disciplinary consequences imposed on the Aggressor will not be disclosed to the parents or guardians of the Target unless required by law.

If Bullying or Retaliation involves students from other schools, and the Principal identifies those students and their schools in the course of the investigation, then the Principal or his or her designee shall notify the appropriate administrator of the other schools of the incident so that the other schools may take appropriate action.

Student Assistance

Each school shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students (both Targets and Aggressors) affected by Bullying or Retaliation, as necessary.

Appendix C

Internet Access Policy

Computer Ethics

All abuses of computer privileges are considered serious offenses. Offenses that are unlawful, obscene, abusive, or otherwise objectionable, may result in disciplinary action up to and including termination of employment at Guardian Angels Regional School. Abusive conduct may include, but is not limited to, the placing of unlawful information on the system; the use of obscene, abusive, or otherwise objectionable language in either public or private messages; or violation of the Computer Code of Ethics as stated below.

The Guardian Angels Regional School administration reserves the right to review and remove any files and data records used on the Guardian Angels Regional School technology/communication system, which violate the Code of Ethics below.

1. I will not use the technology/communication system at Guardian Angels Regional School to harm, slander, injure or ridicule others.
2. I will not interfere with others' use of the technology, including opening the files of others without their permission.
3. I will not use the computer to steal.
4. I will not use the computer to misrepresent my school or myself.
5. I will not copy software for which I have not paid.
6. I will not use equipment without authorization.
7. I will not copy text or ideas from the technology resources without permission from the author or referencing source.
8. I will be responsible for any consequences that arise from or that are a result of my computing activities.
9. I will use both the equipment and the programs in ways that show consideration, care, and respect.
10. I will be financially responsible and liable for any damages to either hardware or software resources that result from inappropriate or abusive behavior.
11. I will not allow another person to use my login (ID) and password, nor will I use anyone else's ID and password.
12. I will abide by all rules and regulations of the system as changed or added from time to time by the administration of Guardian Angels Regional School.
13. I will not violate the terms and conditions of the Authorization for Internet Access as stated below.
14. I will not tamper with or change the computer settings without permission, for instance: changing desktops, adding or changing programs.

Guardian Angels Regional School

Pre-K – 3rd Grade
150 S. School Street
Gibbstown, NJ 08027
(856) 423-9401

4th-8th Grade
717 Beacon Avenue
Paulsboro, NJ 08066
(856) 423-9440

I have read the handbook, understand the policies contained and will abide by the regulations set therein.

I understand that I have the right to withdraw my child/children if I do not agree with the policies.

Parent(s)/Guardian(s) Signature: _____
