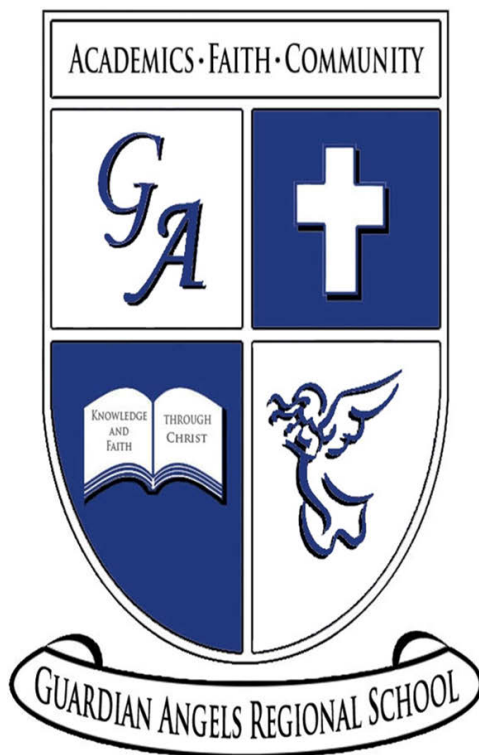


Guardian Angels Regional School

Parent-Student Handbook – 2026-2027

The Regional School of
St. Clare of Assisi Parish



Prek – 3 Campus
150 South School Street
Gibbstown, NJ 08027
Tel: 856-423-9440

Prek
4-8 Campus
1225 Kings Highway
Swedesboro, NJ 08085
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INTRODUCTION

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. Guardian Angels Regional School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community. Since humankind is created in the image and likeness of God, all activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions and interpersonal relationships. Catholic schools, in which the Church participates, must reflect the faith which the Church has received from her divine founder.

CATHOLIC SCHOOL ENVIRONMENT

As a community whose primary mission is the teaching of the Faith, Guardian Angels Regional School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic Church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected, and agree to support these standards and the mission of the school. If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the teaching mission of the Church, they will be engaged pastorally in an attempt to resolve the differences by explaining the teaching and the reasons for the teaching, and kindly encouraging the parent/guardian or student to respect such teaching. Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.

HUMAN SEXUALITY

The Catholic Church teaches, "By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept [his or her] sexual identity." (Catechism of the Catholic Church, #2393). Guardian Angels Regional School strives to be welcoming, respectful, and sensitive to each student's unique needs, while always being clear about Church teachings. Because the mission of a Catholic school is to form students in the Faith, we must always be true to the teachings of that Faith, even – indeed especially – when those teachings do not suit society's currently-popular views. Some accommodations to address particular needs may be advisable and possible, but a Catholic school cannot provide accommodations when doing so would in any way compromise the teachings of the Church, or introduce confusion about its teachings.

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. *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.*

MISSION STATEMENT

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.

RELIGIOUS FORMATION

Parents/guardians are the primary educators of a child in faith. It is our expectation that families who choose to enroll their child/children in our schools are involved in a faith community. For a Catholic family that community is the parish. All families are expected to report a religious affiliation. For Catholic families, you will be asked annually to keep your parish registration information current. The reception of First Holy Communion, Reconciliation and Confirmation are at the parish church. All Catholic children must also be registered with their parish Faith Formation program.

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.

HISTORY

Guardian Angels Regional School, located in Gibbstown and Swedesboro, New Jersey, opened its doors in 2001 at the request of Bishop Nicholas DiMarzio of the Diocese of Camden. The school was established to meet the needs of the growing population in the South Jersey area.

The Gibbstown campus welcomed its first students—Pre-K and Kindergarten—on September 4, 2001. The school expanded gradually, adding one grade level each year. As enrollment increased, the Gibbstown building could no longer accommodate all classes. In response, Bishop Joseph Galante announced the expansion of the school to the former St. John's School in Paulsboro. This second campus opened in October 2006 and served students in grades 4 through 8.

Due to shifting demographics, the Paulsboro campus was later relocated to Swedesboro, New Jersey. Today, Guardian Angels Regional School proudly serves families throughout Gloucester and Salem Counties. The school is an integral ministry of St. Clare Parish, while also welcoming children from neighboring parishes and non-Catholic families.

The Franciscan Missionary Sisters of the Infant Jesus, together with dedicated lay faculty and staff, foster an environment that promotes academic excellence and nurtures Catholic Christian values.

BELIEFS

- Guardian Angels Regional School is a place of hospitality where all are welcomed
- Children our most valuable asset, should feel safe and be able to learn in a positive environment
- Each person, due to their inherent worth and dignity as a child of God deserves love and respect
- Knowing that all children learn differently, teachers are encouraged to explore various instructional methods to foster each child's educational potential
- It is necessary to have a cooperative relationship between the parents, who are the primary educators of the students, and the faculty to better meet the spiritual, academic and affective needs of the students
- Guardian Angels Regional School is an extension of the faith community of St. Clare of Assisi parish, sharing in the mission of the Church through prayer, worship and service

PROFILE OF A GRADUATE

- Academically, students must pass the Diocesan requirements for graduation.
- Students will be prepared to meet the challenges of high school.
- Students will have a strong work ethic and be self-motivated.
- Students will display good sportsmanship, teamwork and cooperation.
- Students will practice effective communication skills.
- Spiritually, students are value-centered, respecting their Catholic faith-based education and are involved in the life of the Church.
- Graduates are well rounded, service oriented leaders within the community.

SCHOOL GOVERNANCE

The Superintendent of Schools is appointed by the Bishop of Camden and is his delegate in all matters of the policies affecting Catholic schools. The Superintendent is directly responsible to the Bishop of Camden for the successful administration and supervision of the schools.

The staff of the Office of Catholic Schools, under the direction of the Superintendent of Catholic Schools, provide guidance, support, and an infrastructure for accountability for Catholic schools in the Diocese of Camden.

PARISH SCHOOLS

The pastor of a parish with a Catholic school is the competent ecclesiastical authority for the school. He is responsible for all aspects of the school's Catholic identity. He is responsible for all aspects of the school's operations unless such responsibility has been delegated to another entity.

The pastor entrusts the daily operations of the school to the principal. Any matter beyond the normal operations of the school should be referred to the Pastor by the principal for his input, collaboration, and/or direction.

The chief administrator of a parish school is the principal. The principal is selected by the Pastor in collaboration with the Superintendent of Schools, according to the procedures established by the Office of Catholic Schools.

USE OF SCHOOL NAME, LOGO, AND BRANDING

To maintain the integrity and identity of Guardian Angels School, the following guidelines must be followed regarding the use of the school's name, logo, images, and branding materials:

The Guardian Angels School logo and any photographs or images of the school may not be used without prior written approval from school administration. This includes use in print, digital media, promotional materials, or any other public-facing content.

All use of fonts, colors, and design elements must comply with the school's official brand guidelines. No modifications or substitutions are permitted. These guidelines are in place to ensure consistency and professionalism in all school-related communications.

The school name may not be used on non-school-sponsored websites, social media pages, or written communications in a way that implies endorsement or approval by Guardian Angels School. This includes, but is not limited to, the promotion of products, services, or events not officially affiliated with the school.

ADMISSION AND ENROLLMENT

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.

PRESCHOOL

Preschool 3 Children for our 3 yr old program may be admitted to this program after they have begun their third year.

PreSchool 4 Children must be 4 yrs. old by Sept. 30

All children who enter the PreK program must be able to use the toilet facilities with minimal assistance.

KINDERGARTEN

All children who are seeking to enter the Kindergarten program must be 5 years old by September 30th.

ELIGIBILITY FOR EARLY ADMISSION

In accordance with the guidelines set forth by the Diocese of Camden, the following policy applies to the early admission Eligibility for Early Admission for Kindergarten

Any child who will turn five (5) years old **after** September 30 of the academic year in which enrollment is sought Evaluation Requirements

The child must be examined by a recognized professional approved by the Diocesan Schools Office.

The purpose of the evaluation is to determine the child's developmental and academic readiness for Kindergarten.

SUBMISSION AND REVIEW PROCESS

A copy of the professional evaluation report must be submitted to the Diocesan Superintendent of Schools.

The Superintendent will review the report and make a final determination regarding the child's eligibility for early Final Approval

The school principal must receive a formal letter from the Superintendent of Schools indicating that the child may be admitted. No early admission will be granted without this written approval

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.

STUDENT TRANSFER

When a child is transferred to Guardian Angels, the following documentation must be presented:

- Evidence of successfully completing previous grade
- Birth Certificate
- Immunization Records
- Baptismal Certificate and Dates of reception of other sacraments

Students who request admission to Guardian Angels Regional School must be developmentally, academically, behaviorally, and socially prepared to meet the demands of the grade for which admission is sought. The decision regarding the admission of any students shall rest solely with the school.

We generally do not accept students for grade levels they have already completed, even if failed, nor do we accept transfer students into eighth grade unless there are extenuating circumstances and after diocesan consultation.

NONDISCRIMINATION POLICY

Guardian Angels admits students of any race, color, national and ethnic origin to all the rights, privileges, educational policies, programs and activities generally accorded or made available to students at the school.

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.

When a child is transferred **from** Guardian Angels Regional School to another school, parents must:
Contact the office
Return all books and library materials
Procure a transfer slip from the school secretary
Formally unenroll their child through PowerSchool Platform

REGISTRATION

All families of 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/Non Acceptance letters are sent to parents of students once a decision has been made. 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.

The following are necessary when registering a child:

Medical Records

Baptismal Certificate/Birth Certificate

Transfer slip from school attended (1 – 8)

All children admitted to K must be five years of age by September 30

All children admitted to Pre-School must be three or four years of age by September 30

Parents wishing to transfer children into the school must present academic records such as report cards and Standardized Test results, along with a non-refundable registration fee.

Re-registration of current students begins in October.

RE-ENROLLMENT FOR CURRENTLY MATRICULATED STUDENTS

Enrollment and re-enrollment at Guardian Angels Regional School are contingent upon the ongoing cooperation of both students and parents with the school's mission, policies, and expectations. As a Catholic school, we strive to create a learning environment rooted in the Gospel, Catholic teachings, respect, and academic excellence. To maintain this environment, continued enrollment is subject to the following conditions:

- Parents/guardians are expected to support the school's mission, uphold its policies and this Handbook, and maintain respectful and collaborative communication with faculty, staff, and administration.
- Students and parents/guardians must demonstrate behavior consistent with the values and expectations of the school community, including respect for others, self-discipline, and adherence to the school's code of conduct.
- Students are expected to maintain satisfactory academic progress. The school will work with families to support student growth, but significant or ongoing academic underperformance without evidence of improvement may jeopardize continued enrollment.
- If, at any point, the administration determines that a student's educational, behavioral, emotional, or social needs exceed the resources the school can reasonably provide, the school reserves the right to recommend or require withdrawal.
- Decisions regarding continued enrollment are made at the discretion of the administration and are final. Our priority is to ensure that every student in our care is in an environment in which they can flourish.

Only students who have re-registered will receive summer correspondence.

SCHOOL OPERATIONS

DAILY SCHEDULE

Grade PreK - 3

Student arrival 8:00 – 8:10

Prayer 8:10

Lunch/recess 12:10-12:50

Dismissal 3:15

Early Dismissal 12:15

Grade 4-8

Student arrival 8:15 – 8:25

Prayer 8:30

Lunch/recess 11:50-12:30

Dismissal 3:15

Early Dismissal 12:15

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.

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 a parent, and any after care student must be signed out by the parent. Morning/After Care Program is held at both the Gibbstown campus and Swedesboro campuses.

Hours are:

7:00 AM – 8:00 AM and 3:15 – 5:30 PM

A late fee is charged to parents who pick up their child after 5:30PM.

Fees are billed on a monthly basis. In the event of non-payment please refer to the section of the handbook regarding Financial Matters.

Morning /Aftercare Fee \$7.00 per hour per child

TRANSPORTATION

CAR

Drivers are expected to show courtesy to other drivers and all students in the school area. Please observe all traffic directional signals and car line procedures. Teachers are present to provide guidance and to ensure the safety of our children. Please respectfully follow their directions,

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. Children who are given permission to walk home from school must provide a note from the custodial parent giving this permission.

SHUTTLE BUS

For a nominal fee, decided at the beginning of the year, children may take the shuttle bus from Gibbstown to Swedesboro campus. There is limited space for this service. Families with children in both campuses will have priority. The fee for the bus will be billed through the Power School account. Due to insurance issues, only students who have been registered for the shuttle bus will be allowed to take the bus.

STUDENT SAFETY AND BUILDING SECURITY

CHILD AND YOUTH PROTECTION - VIRTUS

All employees and adults who volunteer at Guardian Angels must comply with all child and youth protection policies, practices and procedures required by the Diocese of Camden. This includes required background checks, and safe environment training (Virtus). They also must sign the Volunteer Policy established by Guardian Angels Regional School.

EMPOWERING GOD'S CHILDREN

A safe environment program for all children has been implemented on the diocesan level. It is entitled – Empowering God's Children. This program will be presented using appropriate grade level materials and activities. The themes of the program will be spread out through a four year cycle and include:

~Touching Safety Rules ~Safe Friends, ~Safe Adults and Safe touches ~ Boundaries
~Telling Someone You Trust ~ Grooming ~ Internet Safety ~Creating and Following Family Rules

EMERGENCY PROCEDURES

All doors are closed and locked at all times. Security cameras are in place both inside and outside of the school. To enter, please ring the doorbell, announce the reason for your visit and wait until someone comes to the door to allow admittance. Children are instructed to never answer the door, even if they recognize the person seeking entrance.

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 emergency drills are scheduled each month. One drill is a fire drill and the other drill is a security drill.

SECURITY DRILLS

New Jersey State Law 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 Powerschool (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.

SEARCH

To maintain a safe, orderly, and Christ-centered learning environment, Guardian Angels Regional School reserves the right to inspect desks/lockers/book bags/pencil cases, etc. or child/ren can be searched for reasonable cause at any time. These searches may be conducted with or without prior notice when there is a reasonable cause or concern related to the health, safety, conduct or well-being of the student or school community. These searches will be conducted by the principal in the presence of another adult and in the presence of the child if circumstances warrant this. 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.

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:

ABC, CBS, NBC, and/or Fox news
Our school website – www.gars-online.com
Powerschool via text and/or email

Should school close early due to weather or another emergency, all parents will be notified by our website, and Powerschool. 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. We do want you to be careful when driving to pick up your child/ren, but please also be respectful of the safety of our faculty and staff and arrive at school as soon as possible.

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

Parents/visitors may not enter the school building without previous permission and with a specific purpose ex. picking up a sick child or volunteering.

SACRAMENTAL LIFE

Parents/guardians are the primary educators of a child in faith. It is our expectation that families who choose to enroll their child/children in our schools are involved in a faith community. For a Catholic family that community is the parish.

All families are expected to report a religious affiliation. For Catholic families, you will be asked annually to keep your parish registration information current. The reception of First Holy Communion, Reconciliation and Confirmation are at the parish church. Guardian Angels Regional School will inform parishes of registration information so that the parish can communicate with the families about important faith formation opportunities.

Each Catholic family registered at Guardian Angels School must also register with the Religious Education Director of the parish to which they belong. **Following the Church Guidelines, all sacraments are received in the parish in which the family is registered.** 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.

All sacramental communication comes directly through the religious education program of the parishes.

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.

The children at Guardian Angels receive daily instruction in the Catholic faith and have the opportunity for confession and Mass as a regular part of their religious instructions. Class/campus/ and whole school Mass and Para-liturgical services are planned throughout the year. These Masses are opened to all.

ACADEMIC PROGRAM

CURRICULUM

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

ADVANCED MATH PLACEMENT

Guardian Angels Regional School provides an accelerated math program for students in grades 5-8. 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 4. Selection is based on Standardized Test scores, math grades, eligibility test 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 ASSESSMENTS

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.

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 and or on the google drive on a daily basis. Although all homework is posted, students in grades 3-8 are still strongly encouraged (in some classes required) to write down their homework in their planner. Homework completion is considered in the overall grading of the children.

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. 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 in person or by zoom 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 midway through each marking period. At the end of a marking period, if a child's average falls below a score of 77, a progress report will be sent to the parent by the teacher. However, parents have access to student grades through Powerschool and are expected to monitor their child/ren's progress on a regular basis. The practice of viewing your child's progress will ensure that you are aware of grades falling below your expectations.

REPORT CARDS

Report Card grades will be electronically distributed three times throughout the year and then a hard copy is distributed at the end of the year for grades 1-8. Kindergarten will receive their report card at the second, third and final quarters. Parents may access report cards through their Powerschool 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 communicate a child's growth. A written report will be given at the end of the year.

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

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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.

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 or be tutored before being admitted to the next grade .

Proof of successful remediation of the subjects failed must be given to the school upon completion. Students will receive a 70% as the final grade on the report card upon completion of the course.

All work and tests completed by the student during this time must be presented to the principal by August 20. 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. Eighth grade students who would be dismissed under this policy will be permitted to attend summer school to remove the failures and be able to receive a diploma after receiving a passing grade.

TESTING AND EVALUATION

Evaluation is an everyday process. In addition to daily evaluation, the Camden Diocese has adopted the Star Assessment which is a Standardized Test that is used in many other schools. This is given in September, January and May and monitors the progress of the children. The results also help the teachers in guiding the students and classes. Select grades will also be administered the ARK test which is the Assessment of Religious Knowledge

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. Evaluations and services are provided by Gloucester County Special Services. Some of these services include corrective speech, basic skills of Math, Reading, Writing, and supplemental instruction. At the end of an evaluation, it is determined whether a child qualifies for .. If so, an INDIVIDUAL SERVICE PLAN is developed. This ISP is developed by GCSS. From this, a Student Support Plan is developed by the school This is in lieu of an IEP which is used by the public school system. 504 Plans are not followed by the school, however, our best effort is made to follow reasonable accommodations.

CLASS TRIPS

Field trips are privileges afforded to students, not absolute rights. Any student who has been suspended from school may be denied the privilege of taking part in the class trip.

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.

Chaperones are selected at the discretion of the teacher and principal according to the needs of the trip. No one may chaperone a trip unless they have fulfilled the safe environment obligations.

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. **Any child who is absent from school or who leaves school early due to illness may not participate in or attend any extracurricular activity, sport game or practice on that day.**

Absenteeism occurs when any student is not in the school building or on a school related trip on any given day. A student will be recorded as present for a half day if present for 60% of the day.

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:

After 10 cumulative days of unexcused absence, a written warning notice will be sent to the parents. After 18 cumulative days of absence, a student is in danger of not being promoted to the next grade which may require summer school. A parent conference will be convened with the principal to inform parents of appropriate corrective measures.

If absenteeism continues, the decision to request student retention or withdrawal is the responsibility of the principal. Child Protective services may also be notified.

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

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 being treated at home. 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.

RESPONSIBILITY OF PARENTS WHEN A CHILD IS ABSENT

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.

- 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.
- When pupils are absent because of communicable or infectious disease, a note or re-admission slip from a physician should accompany the pupil.
- 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. Make up work is provided for the students beginning on the second day of absence.

LATENESS

Students are expected to be in school by the 8:10 AM bell (Gibbstown) or 8:30 AM bell (Swedesboro). 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. Students who are late 24 time or more may be required to make up the time during the summer at the expense of the family.

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.

Phone calls to the office are not sufficient for a child to be prepared for early dismissal.

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 to the students. Children are responsible to make up all work or tests upon their return. The days allotted are the same as when a child is absent...one day per day of absence.

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 – tables and floor

- **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.

- **Electronics**

Children are NOT permitted to bring any video games or devices for personal use unless directed to do so by the teacher for a specific purpose.

Electronic skill games are permitted for after-care, but they are not to portray any type of violence. Disregard of this rule will result in the game being taken away.

Cell phones/Smart watches 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 device out of the book bag at any time during school hours, it will be taken away until a parent picks it up. **This regulation pertains to any type of watch or jewelry that can also be used as a source of communication.**

Guardian Angels School/personnel will not be held liable for any of this type of personal property being lost, borrowed, or taken.

- **Playground**

Respect all playing areas.

Follow playground rules.

Be considerate of others in words and actions – being inclusive of all classmates

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**

Upon boarding a bus immediately be seated and put on seat belt.

Remain seated until the bus has come to a full stop.

Use conversational voices

Unruly conduct shall not be permitted within or outside the bus.

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.

- **Off-Campus**

The administration of Guardian Angels Regional School reserves the right to discipline students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This does not include disputes among the children or parents that should be dealt with by the parents themselves.

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 principal.

- **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. A form must be completed by the child reporting the incident as well as by the parent as soon as possible so that everything can be documented and investigated properly.** 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 FOR THREATS OF HARM TO SELF OR OTHERS

If the principal receives a report from a student, teacher, staff member, or parent indicating that a student is in possession of a weapon or anything that could be used as a weapon, or made a threat of harm to self or to someone else, the principal may inform the local police in accordance with the school's Memorandum of Agreement with Law Enforcement. The principal may also determine that a psychological or psychiatric evaluation from a licensed professional is necessary. The student

will be excluded from the school environment and all extracurricular activities until a) all police activity has been completed, and b) the parents arrange for the student to be interviewed by a licensed mental health professional if necessary, and c) the parents present a letter from the mental health professional to the school indicating that the student is not a threat to harm himself/herself or others. In addition, if the student has had previous disciplinary incidents he/she may also be suspended or expelled.

- **Harassment** (See Appendix B)

Harassment/bullying is behavior or words that may be repeated or offensive; are unwanted, 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.

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, Group chats, 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.

- **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.

- **Group Chats**

It is the responsibility of the parent to monitor their child/ren's social media interaction. The school is not responsible for interaction between children that occurs after school hours. Most cyberbullying can be stopped by the parents if the parents themselves monitor their child/ren and their written conversations. Parents may make the school aware of inappropriate interactions, but they (the parents) should contact each other (parents of children involved) to resolve the issues.

- **Photographing**

Students may at no time photograph or record another student, a class or teacher unless this is done with the teachers' permission for a project. Photographing or recording without the express permission of the teacher violates the privacy of another person. If this is violated, the recording device will be confiscated, searched and returned to a parent at the convenience of the principal.

All parents must sign an "Acceptable Use Policy" before their child will be permitted to use the internet in school. All students in Grades 3-8 must also sign an Acceptable Use Policy before being permitted to use the internet. The history of content that is being searched is monitored by GoGuardian, a program that checks content of computer usage.

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:

Verbal 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.

DETENTION

For a minor violation of school regulations, the offending student may be detained in school for one half hour or told to report to school a half hour earlier 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. Recess detention may also be given.

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 Principal of violence

Any immoral conduct of a serious nature

Arson

Endangering the welfare of others

The above discipline categories do not cover every possible situation.

The principal has the right and the authority to administer different or additional consequences and to administer consequences for offenses that are not specifically listed in this handbook, when 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.

Conduct by students incompatible with the educational and religious mission of the school is grounds for disciplinary action, including, but not limited to the dismissal of the student.

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

When a student's actions constitute a major disciplinary infraction and are contrary to the good order of the school community, a student may be suspended from school and school activities. An in-school or out-of-school suspension may be warranted given the severity of the infraction.

The decision regarding whether an infraction merits a suspension will be the sole discretion of the principal.

- Suspension may be for anywhere from 1-5 days, depending on the severity of the infraction and the student's disciplinary history.
- If, in the judgment of the school principal, the student's action warrants removal from the school community for a period of time, either through an in-school or out-of-school suspension, the parents or guardians are to be notified. This includes a conference between principal and parents followed by a letter confirming the school's intent.
- Following suspension, parents or guardians are to be interviewed by the appropriate school official. Students removed from the school community cannot be readmitted until the parental interview takes place.
- Parents are to sign a formal agreement in which they signify their understanding of the problem and agree to assume responsibility for the student's future behavior.

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.

DISMISSAL

Serious infractions, or an excess of two suspensions in the course of one-year is grounds for dismissal.

DRESS CODE/GROOMING

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
Garden State Pavilion
2240 W. Marlton Pike
Cherry Hill, NJ 08002
(856) 931-8838

The following is a list per grade:

Kindergarten-3rd Grade

Girls:

Plaid Jumper with light blue Peter Pan collar shirt
Brown, black, or navy shoes (please refer to shoe specifications)
Navy Blue Cardigan Sweater with school name (when necessary)
Navy Blue Knee socks in winter (White anklet socks may be worn during the "summer uniform")

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

4th-8th Grade

Girls:

Spring/Summer – in effect from April 15th until October 15th

Plaid uniform skirt

Blue golf shirt with school name

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 16th 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 April 15th 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 16th 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

Shoe Specifications for both campuses

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 or similar shoe styles:

****Girls****



Or...Black
oxford shoe

Please note that Hey Dudes have been removed

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

Gym socks and sneakers

Gym uniform is worn to school on gym days

SPIRIT WEAR/CASUAL CLOTHES DAYS

At designated times (announced the preceding week) 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 – no sagging pants are allowed

Yoga pants or leggings without a long shirt are not permitted.

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, dresses or shorts must not be more than 3 inches above the knee

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

Spirit Gear Days This dress includes clothing with the Guardian Angels logo. It is not casual clothes day. If only a spirit wear shirt or upper clothing is purchased, the children are to wear the gym pants along with the spirit wear shirt. If only the spirit wear pants are purchased, the children are to wear the gym shirt to accompany the pants.

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' and girls' hair must be neatly groomed and not cover the eyes. **Fashion haircuts or hair dying are not permitted.**

For safety, no dangling earrings may be worn (limited to 2 per ear), no more than one necklace or bracelet or ring may be worn. Make-up or nail polish may not be worn. The decision on all grooming matters resides with the principal.

STUDENT'S RESPONSIBILITY

All students play an important role in their educational journey. Their main role to be the best student that they can be, applying themselves to their studies and to their religious formation. The following responsibilities are also their obligations as a student of Guardian Angels Regional School.

- To accept responsibility for their behavior at all times
- To be a positive witness and model of Christian behavior in and out of school
- To treat everyone with love and respect
- To obey all school, classroom, and after care rules
- To do all work assigned by the teacher, both in the classroom and at home
- To return on time any papers issued by the teacher
- To address all teachers, staff, and visitors to the school with due respect
- To dress according to school uniform
- To move about the school, including entering and leaving, in an orderly and organized manner
- To obey bus safety rules
- To attend any detention issued
- To hand in all messages sent to school by parents/guardian
- To accept responsibility for their personal belongings and also to have respect for property belonging to others and the school
- To do their part to assure that the school is kept orderly – classroom/lavatories/gym/hallways
- To keep books/book covers, lockers, cubbies neat and clean

PARENTS AND THE SCHOOL

As an integral part of the Guardian Angels Regional School community, parents and guardians are expected to model Gospel values and support the mission of the school by conducting themselves with integrity and respect and cooperating with the principal, teachers and staff in the implementation of the school program.

EXPECTATIONS

PARENTS' RESPONSIBILITY

- Weigh seriously their obligation to educate their children in an atmosphere that emphasizes: message, community, and service.
- Uphold and support the Catholic identity, mission, and values of Guardian Angels Regional School.
- Encourage their child/ren to live in accordance with Catholic values and virtues, including respect, honesty, compassion, and responsibility.
- Respect the religious formation offered at the school, even if not Catholic.
- Attend weekly Mass (if Catholic) and significant religious services with their children
- Assist 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. Check Powerschool (School Information System) frequently to monitor grades
- Monitor television, social media and other technology usage
- Take an active role in the school fundraisers
- Allow children to accept consequences for poor behavior, rather than defending child's behavior
- Support a teacher's policies
- Help children to cope with their own imperfections and imperfections of others
- Communicate respectfully and charitably with all faculty, staff, administrators, and other families.
- Express concerns or disagreements through appropriate channels (beginning with the teacher or school administration), avoiding gossip, public criticism, or confrontation.
- Use constructive dialogue when addressing school issues; inflammatory language, threats, or harassment of any kind will not be tolerated.
- Cooperate with the school in its efforts to develop students spiritually, academically, socially, and emotionally.
- Ensure that their children abide by the policies contained in this handbook and to support the school in its delivery and administration of all programs and all aspects of student life.
- Attend parent meetings, conferences, and participate in school life as circumstances allow.
- Be truthful and timely in communication with school staff regarding attendance, academics, and other student matters.
- Follow all school safety procedures, including check-in/check-out protocols, parking guidelines, and visitor policies.
- Never discipline another child physically or verbally on school property unless the child is in imminent danger Any concerns must be directed to the appropriate school personnel.
- Use contact lists, directories, and school communication tools only for school-related purposes. Do not use school resources to distribute political, commercial, or non-school-related materials.

Violation of the above expectations, including behavior or spoken or written communication, including via social media, by parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school, or that is determined to be violent, abusive, recalcitrant, excessively negative, or an attempt to intimidate or harass any member of the school community, will not be tolerated. If reasonable attempts to resolve the behavior are not successful, the parent may be excluded from the school grounds and school activities, or other action may be taken including, but not limited to, disenrollment of the student.

SOCIAL MEDIA

Parents may not post inappropriate comments on any school-managed social media. Inappropriate comments include obscenities, foul language, spam, personal attacks, bashing, bullying intimidation, harassment, insults, comments irrelevant to the post under which they are written, comments which are morally objectionable, and comments which are inconsistent with Catholic teaching. The school reserves the right to edit and/or remove any or all comments from a post.

As a Catholic community, Guardian Angels Regional School expects that parents will not use their personal means of communication, including online and mobile based communication tools of every type to criticize, demean, or publicly disparage the school, its administration, faculty, staff or students, or to sow discord or undermine the school's mission or Catholic Identity.

If reasonable attempts to resolve violations of the school's social media policy are not successful, the parent may be excluded from the school grounds and school activities, or other action may be taken including, but not limited to disenrollment of the student

AUDIO/VIDEO RECORDING BY PARENTS

Non-staff use of any type of camera or video or audio recording device, including cell phone cameras and microphones on the school campus during the school day is prohibited without prior approval. Parents may not record conversations during conferences or telephone conversations.

VOLUNTEERS/PARENTAL CONDUCT

Volunteers are vital to our school community and cleared volunteers serve at the principal's discretion. All volunteers must agree to uphold and support Guardian Angel's Catholic identity, mission, and values, and adhere to our parent conduct requirements. Violating conduct requirements or safe environment requirements may result in dismissal from volunteer activities temporarily or permanently.

SAFE ENVIRONMENT

To ensure the safety of all of our children and staff, anyone who has regular contact with our children **MUST** be first cleared by having a background check and by being trained in the Virtus program. This includes all who help in any way with any of our programs involving children (Theater, Athletics, After School Activities)

The Virtus program is a very informational program that is held at various locations throughout the diocese through the year. Our policy and the policy of the diocese is that this process must be complete before volunteering in the school.

Applications for this process must be obtained through the principal.

Any adult who wishes to volunteer with Guardian Angels Regional School in any capacity must sign the Disclosure and Authorization Form and give consent to the Diocese of Camden to conduct a background check. All adult volunteers must complete the Universal Fingerprint Form by IdentGo and be fingerprinted by the New Jersey State Police. Adults cannot have any regular contact with students in this school until the Principal or Safe Environment Coordinator has received a copy of their clearance letter from the Office of Child and Youth Protection. In addition, the Diocese of Camden requires all adults in regular contact with minors to complete a safe environment training session called VIRTUS Protecting God's Children PGC. Adult volunteers are required to attend a PGC session within 60 days of initial contact with students. If a volunteer misses this deadline for whatever reason, the adult will not be allowed to volunteer until this requirement is completed.

All background checks and Virtus training must be completed and signed Agreement that you understand the guidelines and expectations below must be signed before volunteering. Any volunteer who violates the guidelines below will be prohibited from further participation as a volunteer. Background Checks and Virtus training are valid for three years. Recheck is completed by the school after new disclosure is signed. You will be informed when Virtus must be renewed. Agreements must be signed yearly

AFTER SCHOOL ACTIVITIES

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. 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.

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– speak to him or her regarding that incident 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. Disregard for this policy may result in the volunteer

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.

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.

CUSTODY ARRANGEMENTS

Parents and guardians must submit all official court documents pertaining to custody arrangements, parenting time, educational rights or restrictions. These documents must be current and certified by the court, submitted to the school office at the time of enrollment or immediately upon any change.

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

Guardian Angels administration or staff will not become involved in custody disputes. It is the responsibility of parents to manage conflicts privately and through proper legal channels. The school administration will further follow custody records on file and are not permitted to provide statements or write letters on behalf of either party for use in legal proceedings, unless formally subpoenaed.

COMMUNICATIONS

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 basis, an email from the sender: *messagefromgars@gmail.com*. or a message via PowerSchool. 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 *srjerilyn@gars-online.com*. Please check with each teacher regarding their school/home communication and direct email to them.

Another communication system that we use is PowerSchool. Please consult either Mrs. Brenda Simila or Mrs. Marcie Voight for information about registration for this. Everyone must be registered since this is our primary source for school, classroom or emergency notices or reminders.

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.

OUTSIDE PROMOTIONS

Outside promotions and/or solicitations, and all political activity, are prohibited on the school grounds or in an electronic forum related to school activities

TUITION

Tuition is set each year based on our budget and the cost of living increases. There are two payment options available: 1) One payment in August at a 3% discount, 2) Ten-month payment plan which begins in August and continues through May. Both options are set up and collected through FINALSITE. Tuition assistance is available through FACTS. Applications are done online and the address can be found on our website. Funding is limited, so please apply in a timely manner. A tuition agreement form is completed before the first payment is due. Parents/guardians are responsible for ensuring that payments are made in full and on time.

Please keep abreast of communication with FINALSITE tuition.

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

If an outstanding balance remains beyond the specified deadline, the students associated with the overdue account may lose the ability to participate in or attend extra-curricular activities or school sponsored events. An administrative hold may be placed on the family account, which could prevent access to student records, re-enrollment for subsequent academic periods, or the issuance of transcripts.

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 and latchkey bills 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.

GENERAL INFORMATION

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/backpack.

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.

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.

STUDENT SERVICES/HEALTH

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 and 9011 will be contacted. 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.

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. If your child is diagnosed with asthma or has severe allergic reactions, please make sure that the office is supplied with your child's inhaler and/or epinephrine pen. A doctor's note must accompany medication.

PHYSICALS/VACCINATIONS

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.

IMMUNIZATIONS

Students are required to have all immunizations required for school attendance by the State of New Jersey. Medical exemptions are allowed with a written statement provided by the child's physician. The statement must declare that the required vaccine is injurious to the child's health or poses a significant risk to the health and well-being of the child. Medical exemptions are reviewed annually.

Guardian Angels will review requests of parents for religious exemptions from immunization if the parents submit a letter describing that their request is a matter of informed conscience for them. They must state in detail their objection. The pastor will make the final determination as to whether a religious exemption is warranted.

If students are not vaccinated, they are to remain out of school should an epidemic occur.

SCREENING PROCEDURES

Hearing screening	Grades K - 8
Vision screening	Grades K - 8
Height and Weight	Grades K - 8
Hypertension screening	Grades 7 - 8
Scoliosis screening	Grades 5 & 7

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.

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.

ASBESTOS POLICY

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

MEMORANDUM OF AGREEMENT

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.

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:

the parents or guardians of the pupil provide to the chief school administrator written authorization for self-administration of medication;

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;

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;

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 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:

the parents or guardians of the pupil provide to chief school administrator written authorization for the administration of the medicine, including epinephrine.

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 anaphylaxes.

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; 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

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:

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;
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;
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
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:
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.

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.

NJSIAA PARENT/GUARDIAN CONCUSSION POLICY ACKNOWLEDGMENT FORM

In order to help protect the student athletes of New Jersey, the NJSIAA has mandated that all

athletes, parents/guardians and coaches follow the NJSIAA Concussion Policy.

A concussion is a brain injury and all brain injuries are serious. They may be caused by a bump, blow,

or jolt to the head, or by a blow to another part of the body with the force transmitted to the head.

They can range from mild to severe and can disrupt the way the brain normally works. Even though

most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. You can't see a

concussion and most sports concussions occur without loss of consciousness. Signs and symptoms

of concussion may show up right after the injury or can take hours or days to fully appear. If your

child/player reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

1. Headache.
2. Nausea/vomiting.
3. Balance problems or dizziness.
4. Double vision or changes in vision.
5. Sensitivity to light or sound/noise.
6. Feeling of sluggishness or foggy.
7. Difficulty with concentration, short-term memory, and/or confusion.
8. Irritability or agitation.
9. Depression or anxiety.
10. Sleep disturbance.

Signs observed by teammates, parents and coaches include:

1. Appears dazed, stunned, or disoriented.
2. Forgets plays or demonstrates short-term memory difficulties (e.g. is unsure of the game, score, or opponent)
3. Exhibits difficulties with balance or coordination.
4. Answers questions slowly or inaccurately.
5. Loses consciousness.
6. Demonstrates behavior or personality changes.
7. Is unable to recall events prior to or after the hit.

What can happen if my child/player keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately.

Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially

vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a

period of time after that concussion occurs, particularly if the athlete suffers another concussion

before completely recovering from the first one. This can lead to prolonged recovery, or even to

severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is

well known that adolescent or teenage athletes will often under report symptoms of injuries. And

concussions are no different. As a result, education of administrators, coaches, parents and students

is the key for student-athlete's safety.

If you think your child/player has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice

immediately. No athlete may return to activity after an apparent head injury or concussion, regardless

of how mild it seems or how quickly symptoms clear. Close observation of the athlete should continue

for several hours.

An athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be

removed from competition at that time and may not return to play until the athlete is evaluated by a

medical doctor or doctor of Osteopathy, trained in the evaluation and management of concussion and

received written clearance to return to play from that health care provider.

You should also inform you child's Coach, Athletic Trainer (ATC), and/or Athletic Director, if you think

that your child/player may have a concussion. And when it doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:

<http://www.cdc.gov/ConcussionInYouthSports/>

www.nfhslearn.com

Model Policy and Guidance for Prevention and Treatment of Sports-Related Concussions and Head Injuries Introduction

This document is designed to provide guidance to local district boards of education in the development, establishment, and implementation of policies, procedures and programs for the prevention, treatment, and education of Sports- Related Concussions and Head Injuries.

Part I

Background

Legislation (P.L. 2010, Chapter 94) (*N.J.S.A. 18A:40-41.3*) enacted on December 7th, 2010 requires each school district, charter, and non-public school that participates in interscholastic athletics to adopt by September 1, 2011, a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes. The Center for Disease Control estimates that 300,000 concussions are sustained during sports-related activity in the United States. A concussion is a traumatic brain injury (TBI) caused by a direct or indirect blow to the head or body. In order to ensure the safety of student-athletes, it is imperative that athletes, coaches, and parents/guardians are educated about the nature and treatment of sports-related concussions and head injuries. Allowing a student-athlete to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. To assist each district board of education, board of trustees, and non-public school in developing its sports-related concussion and head injuries policy, the legislation required the Commissioner of Education to issue a model policy applicable to grades kindergarten through twelve (K-12), by March 31, 2011. This document includes appropriate references to statutes, regulations and emergent information on sports-related concussions and head injuries.

Part II

Guidance For Local Policy Development

Policy Context

The New Jersey Department of Education (NJDOE) recognizes that the decisions made on the policy governing the care of student-athletes who have sustained sports-related concussions and head injuries is dependent on the individual characteristics in each school district, charter, and non-public school. Each district board of education, charter, and non-public school policy, however, must comply with the minimum requirements stated in *N.J.S.A. 18A: 40-41.4* in regards to the care and treatment of a student-athlete who is suspected of sustaining a sports-related concussion or head injury.

Local Policy Development

The following descriptions of applicable regulations make it clear that the **content and format of local policies and procedures must be developed locally**:

- Each district board of education, board of trustees, and non-public school will adopt an Interscholastic Head Injury Training program to be completed by the School/Team Physician, Licensed Athletic Trainer, Coaches, School Nurses, and other appropriate district personnel pursuant to *N.J.S.A. 18A:40-41.2*
- Each district board of education, board of trustees, and non-public school must develop its written policy concerning the prevention and treatment of sports-related concussions and head injuries in accordance with *N.J.S.A. 18 A:40-41.3*.
- Each district board of education, board of trustees, and non-public school must review their sports-related concussion and head injury policy annually, and update as necessary, to ensure that it reflects the most current information available on the prevention, risk, and treatment of sports related concussions and head injuries pursuant to *N.J.S.A. 18A:40-41.3*.

Requirements for Policy Contents

Each district board of education, board of trustees, and non-public school has local control over the content of the Sports-Related Concussion and Head Injury Policy, except that the policy must contain, at a minimum, the following components:

- 18A:40-41.4- Removal of student-athlete from competition, practice; return.

A student who participates in interscholastic athletics and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from practice or competition. The student-athlete may not return to play until he/she has obtained medical clearance in compliance with local school district return-to-play policy.

- All Coaches, School Nurses, School/ Team Physicians and Licensed Athletic Trainers must complete an Interscholastic Head Injury Training Program.

- The Athletic Head Injury training program must include, but not be limited to:

1. The recognition of the symptoms of head and neck injuries, concussions, risk of secondary injury, including the risk of second impact syndrome; and
2. Description of the appropriate criteria to delay the return to sports competition or practice of a student –athlete who has sustained a concussion or other head injury.

- An Athletic Head Injury Training program such as the National Federation of State High Schools Association online “Concussion in Sports” training program or a comparable program that meets mandated criteria shall be completed by the above named staff or others named by local district/school policy. Additional head injury training programs that meet the mandated criteria may be completed by professionals of different levels of medical knowledge and training. Guidance for these additional training programs will be provided to each school district, charter and non-public school by the NJDOE.

- Distribution of NJ Department of Education Concussion and Head Injury fact sheet to every student-athlete who participates in interscholastic sports. Each school district, charter or non public school, that participates in interscholastic sports shall obtain a signed acknowledgement of the receipt of the fact sheet by the student-athlete’s parent/ guardian and keep on file for future reference.

Model Concussion Protocol for the Prevention and Treatment of Sports-Related Concussions and Head Injuries

Prevention

1. Pre-season baseline testing.
 2. Review of educational information for student-athletes on prevention of concussions.
 3. Reinforcement of the importance of early identification and treatment of concussions to improve recovery.
- Student-athletes who are exhibiting the signs or symptoms of a sports-related concussion or other head injuries during practice or competition shall be immediately removed from play and may not return to play that day.

Possible Signs of Concussion:

(Could be observed by Coaches, Licensed Athletic Trainer, School/Team Physician, School Nurse)

1. Appears dazed, stunned, or disoriented.
2. Forgets plays, or demonstrates short term memory difficulty.
3. Exhibits difficulties with balance or coordination.
4. Answers questions slowly or inaccurately.
5. Loses consciousness.

Possible Symptoms of Concussion

(Reported by the student athlete to Coaches, Licensed Athletic Trainer, School/ Team Physician, School Nurse, Parent/ Guardian)

1. Headache
2. Nausea/Vomiting
3. Balance problems or dizziness.
4. Double vision or changes in vision.
5. Sensitivity to light or sound/noise.
6. Feeling sluggish or foggy.
7. Difficulty with concentration and short term memory.
8. Sleep disturbance.
9. Irritability

- Student-Athletes must be evaluated by a physician or licensed health care provider trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injuries.

- To return to practice and competition the student-athlete must follow the protocol:

1. Immediate removal from competition or practice. 911 should be called if there is a deterioration of symptoms, loss of consciousness, or direct neck pain associated with the injury.
2. When available the student-athlete should be evaluated by the school's licensed healthcare provider who is trained in the evaluation and management of concussions.
3. School personnel (Athletic Director/Building Administrator, Licensed Athletic Trainer, School Nurse, Coach, etc.) should make contact with the student-athlete's parent/guardian and inform him/her of the suspected sports-related concussion or head injury.
4. School personnel (Athletic Director/ Building Administrator, Licensed Athletic Trainer, School Nurse, Coach, etc.) shall provide the student-athlete with district board of education approved suggestions for management/ medical checklist to provide their parent/guardian and physician or other licensed healthcare professional trained in the evaluation and management of sports related concussions and other head injuries (See attachment sections at end of model policy for examples CDC, NCAA, etc.)
5. The student-athlete must receive written clearance from a physician, trained in the evaluation and management of concussions that states the student-athlete is asymptomatic at rest and may begin the local districts' graduated return-to-play protocol. Medical clearance that is inconsistent with district, charter, and non-public school policy may not be accepted and such matters will be referred to the school/team physician.

Graduated Return to Competition and Practice Protocol

- Complete physical, cognitive, emotional, and social rest is advised while the student-athlete is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limiting overstimulation, multi-tasking etc.)
- After written medical clearance is given by a physician trained in the evaluation and

management of concussions stating that the student-athlete is asymptomatic at rest, the student-athlete may begin a graduated individualized return-to-play protocol supervised by a licensed athletic trainer, school/team physician or in cases where the afore mentioned are not available a physician or licensed health care provider trained in the evaluation and management of sports-related concussions. The following steps should be followed:

1. Completion of a full day of normal cognitive activities (school day, studying for tests, watching practice, interacting with peers) without re-emergence of any signs or symptoms.

If no return of symptoms, next day advance to:

2. Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity < 70% maximum percentage heart rate: no resistance training. The objective of this step is increased heart rate. If no return of symptoms, next day advance to:

3. Sport-specific exercise including skating, and/or running; no head impact activities. The objective of this step is to add movement and continue to increase heart rate. If no return of symptoms, next day advance to:

4. Non-contact training drills (e.g., passing drills). The student-athlete may initiate progressive resistance training. If no return of symptoms, next day advance to:

5. Following medical clearance (consultation between school health care personnel, i.e., Licensed Athletic Trainer, School/Team Physician, School Nurse and student-athlete's physician), participation in normal training activities. The objective of this step is to restore confidence and to assess functional skills by the coaching staff. If no return of symptoms, next day advance to:

6. Return to play involving normal exertion or game activity.

- In the absence of daily testing by knowledgeable school district staff (i.e. Licensed Athletic Trainer, School/Team Physician) to clear a student-athlete to begin the graduated return-to-play protocol a student –athlete should observe a 7 day rest/recovery period before commencing the protocol. Younger students (K-8) should observe the 7 day rest/recovery period (after they are symptom free at rest) prior to initiating the graduated-return-to play protocol. A physician trained in the evaluation and management of concussion as well as the parents/guardians of the student-athlete shall monitor the student-athlete in the absence of knowledgeable school district staff (i.e., Athletic Trainer, School/Team Physician). School Nurses may serve as an advocate for student-athletes in communicating signs and symptoms to physicians and parents/guardians.

- Utilization of available tools such as symptom checklists, baseline and balance testing are suggested.

- If the student athlete exhibits a re-emergence of any concussion signs or symptoms once they return to physical activity, he/she will be removed from further exertional activities and returned to his/her school/team physician or primary care physician.

- If concussion symptoms reoccur during the graduated return-to-play protocol, the student-athlete will return to the previous level of activity that caused no symptoms.

Temporary Accommodations for Student-Athletes with Sports-Related Head Injuries

- Rest is the best “medicine” for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration and speed of processing significantly impacts learning. Further, exposing the concussed student-athlete to the stimulating school environment may delay the resolution of symptoms needed for recovery.

- Accordingly, consideration of the cognitive effects in returning to the classroom is also an

important part of the treatment of sports-related concussions and head injuries.

- Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting – even watching movies if a student is sensitive to light/sound – can slow a student's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions boards of education may look to address the student's cognitive needs in the following ways.

- Students who return to school after a concussion may need to:

1. Take rest breaks as needed.
2. Spend fewer hours at school.
3. Be given more time to take tests or complete assignments. (All courses should be considered)
4. Receive help with schoolwork.
5. Reduce time spent on the computer, reading, and writing.
6. Be granted early dismissal to avoid crowded hallways.

Part III

Use of the Model Policy and Guidance

This document is presented as a summary guide and model. District boards of education, boards of trustees, and non-public schools may add additional provisions or protocols to address local issues and priorities, and may use formats that are consistent with the board of education's approved policies and procedures.

Part IV

Implementation of the Interscholastic Sports-Related Concussions and Head Injuries Policy

Statutory and Regulatory Provisions: *N.J.S.A. 40-41.3* Information regarding the Interscholastic Head Injury Safety training program and policy for the prevention and treatment of sports-related concussions and head injuries which shall be completed by the school/team physician, coaches, athletic trainer, school nurse, and any other school employee the local district, charter, and non-public school deems necessary.

The school district, charter, and non-public school are required to monitor the above named school district employees in the completion of an Interscholastic Head Injury Training program such as the National Federation of State High Schools Association's online, "Concussion in Sports" or a comparable program which meets the mandated criteria and includes but is not limited to:

1. The recognition of the symptoms of head and neck injuries, concussions, and injuries related to second-impact syndrome.
2. Includes the appropriate criteria to delay the return to sports practice or competition of a student-athlete who has sustained a concussion or other head injury.

*Additional head injury training programs that meet the mandated criteria may be completed by professionals of different levels of medical knowledge and training. Guidance for these additional training programs will be provided to each school district, charter, and nonpublic school by NJDOE.

The school district, charter, or nonpublic school that participates in an interscholastic sports program shall distribute the educational fact sheet annually to the parents or

guardians of student-athletes and shall obtain a signed acknowledgement of the receipt of the fact sheet by the student-athlete and his parent or guardian.

Each school district, charter, and non-public school shall develop a written policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes. The policy shall include, but need not be limited to, the procedure followed when it is suspected that student-athlete has sustained a concussion or other head injury. Each school district shall implement the policy by the 2011-2012 school year.

Each school whose students participate in an interscholastic sports program and are suspected of sustaining a concussion or other head injury in practice or competition shall be immediately removed from the sports competition or practice. Student-athletes who are removed from competition or practice shall not participate in further sports activity until they are evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions, and receive written clearance from a physician trained in the evaluation and management of concussions to return to completion or practice.

Part V

Resources on Interscholastic Sports Related Concussions and Head Injuries

Internet Resources

Centers for Disease Control and Prevention – Concussion Toolkit

http://www.cdc.gov/concussion/HeadsUp/physicians_tool_kit.html

<http://www.cdc.gov/concussion/headsup/pdf/ACE-a.pdf>

http://www.cdc.gov/concussion/headsup/pdf/ACE_care_plan_school_version_a.pdf

http://www.cdc.gov/concussion/headsup/pdf/Concussion_in_Sports_palm_card-a.pdf

National Federation of State High Schools Association- Online “Concussion in Sports” training program.

www.nfhs.org

Brain Injury Association of New Jersey

www.BIANJ.org

www.sportsconcussion.com

Athletic Trainers Society of New Jersey

www.atsnj.org

National Collegiate Athletic Association

www.NCAA.org/health-safety

New Jersey Interscholastic Athletic Association

www.njsiaa.org

Articles

“Consensus Statement on Concussion in Sport: 3rd International Conference on Concussion in Sport held in Zurich, November 2008”. Clinical Journal of Sports Medicine, Volume 19, May 2009, pp.185-200

Clinical Report: Sport-related Concussion in Children and Adolescents” Halstead ME, Walter, KD and the Council on Sports Medicine and Fitness Pediatrics Volume 126, September 2010, pp.597-615

Appendix C

Internet Access Policy Computer Ethics for Students

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.

I will not use the technology/communication system at Guardian Angels Regional School to harm, slander, injure or ridicule others.

I will not interfere with others' use of the technology, including opening the files of others without their permission.

I will not use the computer to steal.

I will not use the computer to misrepresent my school or myself.

I will not copy software for which I have not paid.

I will not use equipment without authorization.

I will not copy text or ideas from the technology resources without permission from the author or referencing source.

I will be responsible for any consequences that arise from or that are a result of my computing activities.

I will use both the equipment and the programs in ways that show consideration, care, and respect.

I will be financially responsible and liable for any damages to either hardware or software resources that result from inappropriate or abusive behavior.

I will not allow another person to use my login (ID) and password, nor will I use anyone else's ID and password.

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.

I will not violate the terms and conditions of the Authorization for Internet Access as stated below.

I will not tamper with or change the computer settings without permission, for instance: changing desktops, adding or changing programs.

Please sign and return by September 14th

I, _____ have read the online updated version of
the Guardian Angels Regional School Parent/Student Handbook. I have understood the
expectations of parent and have explained to my children what is expected of them. I am
aware of the General information found within the handbook.

Parent Signature _____ Date _____

Child Signature – 4th grade and older

I _____ have read or have had read to me the
expectations of the students along with the Code of Conduct. I am aware of what my
obligations are and I understand the consequences of not abiding by them.

Child Signature
