

Guardian Angels Regional School
Parent-Student Handbook – 2023-2024
The Regional School of
St. Clare of Assisi Parish



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

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

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



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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 human 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, like all human activity 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.

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. Guardian Angels Regional School will inform parishes of registration information so that the parish can communicate with the families about important faith formation opportunities.

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.*

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 Paulsboro New Jersey, opened its doors in 2001 at the request of the Bishop of Camden, Bishop Nicholas Dimarzio. Guardian Angels was opened to meet the needs of the increasing population in the South Jersey area. The Gibbstown campus of the school opened on September 4, 2001, welcoming children in Prek and K. Year by year the school grew, one grade at a time. When the present location in Gibbstown was no longer able to accommodate all of the classes, Bishop Joseph Galante announced the expansion of our campus to the former school of St. John's in Paulsboro. This campus opened in October of 2006. Located 3 miles from Gibbstown, this campus is used to accommodate grades 4 through 8. Guardian Angels School serves many areas of Gloucester and Salem Counties. The school is an integral ministry of St. Clare Parish, although it also serves the children from nearby parishes as well as non-Catholic children. The Franciscan Missionary Sisters of the Infant Jesus, along with our devoted lay teachers, maintain a school environment which promotes learning and encourages Catholic Christian values.

ADMISSIONS AND SCHEDULE

DAILY SCHEDULE

Grade K - 3

Student arrival 7:55 – 8:10
Prayer 8:10
Lunch/recess 12:10-12:50
Dismissal 3:10
Early Dismissal 12:30

Grade 4-8

Student arrival 7:45-7:55
Prayer 8:00
Lunch/recess 11:50-12:30
Dismissal 3:00
Early Dismissal 12:15

PRESCHOOL SCHEDULE

Student arrival 8:00
Dismissal (half day) 12:00
Dismissal (full day) 3:00

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

ELIGIBILITY

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

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

3 yrs. old by Sept. 30 Preschool 3
4 yrs. old by Sept. 30 Preschool 4
5 yrs. old by Sept. 30 Kindergarten

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

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.

REGISTRATION

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

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

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 Iowa Test results.

Registration fee is non-refundable

Re-registration of current students begins in November. Only families who have registered will receive summer information and information about the new school year.

RE-ENROLLMENT FOR CURRENTLY MATRICULATED STUDENTS

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

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 FACTS. 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.

MORNING CARE/AFTER SCHOOL CARE

Our Morning/After School Care Program is provided for students of working parents. Students must obey school rules during this time. All children being dropped off for morning care must be signed in by the parent. In Grades PreK-3 parents must also sign the children out. Morning/After Care Program is held at both the Gibbstown campus and Paulsboro campus.

Hours are:

7:00 AM – 8:00 AM and 3:00 – 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 \$6.00 per hour per child

TUITION/MORNING AND AFTERCARE/FINANCIAL MATTERS

All tuition payments must be current in order for your child/ren to continue their education at Guardian Angels. Please keep abreast of communication with FACTS tuition.

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

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.

TRANSFER

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

Contact the office and teacher

Return all books and library materials

Procure a transfer slip from the school secretary

RESPONSIBILITIES

PARENTS' RESPONSIBILITY

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

Parents can assist our educational partnership by:

- Attending weekly Mass and significant religious services with their children
- Assisting their children in academic and moral development by reviewing report cards carefully, supervising home study, and cooperating with the school concerning activities, recreation, and discipline. Check Renweb (School Information System) frequently to monitor grades
- Talking about school with their children
- Providing a suitable time and place for homework
- Monitoring television, social media and other technology usage
- Reading aloud to children
- Attending school programs and events with children
- Sharing hobbies and interests with children
- Trying to discover the children's interests and talents so they can be developed in cooperation with classroom teachers
- Taking an active role in the school fundraisers
- Allowing children to accept consequences for poor behavior, rather than defending child's behavior
- Sending children to school regularly.
- Keeping sick children home.
- Supporting a teacher's policies
- Helping children to cope with their own imperfections and imperfections of others

STUDENT'S RESPONSIBILITY

- 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 Christian 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 neat and clean

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 POLICIES

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.

VIRTUS

A new 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

ADVANCED MATH PLACEMENT

Guardian Angels Regional School provides an accelerated math program for students in grades 6-8. The purpose of the class is to provide students who demonstrate mathematical abilities to complete a full year of Algebra I by the end of grade 8. Students are selected at the end of grade 5. Selection is based on Standardized Test scores, math grades, 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. Second Honors requires a B or above in any major subject area. Also required for any honors is a grade of "S" or above in conduct, effort, music, art, physical education, computers, and world languages.

PARENT-TEACHER CONFERENCES/ PROGRESS REPORT CONFERENCES

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

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

PROGRESS REPORTS

Progress reports are distributed midway through each marking period. Once 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 RenWeb 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 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 RenWeb 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.

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. Failure to attend summer school may result in retention.

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

TESTING AND EVALUATION

Evaluation is an everyday process. In addition to the 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.

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 any extracurricular activity, sport game or practice on that day.**

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

After 10 cumulative days of unexcused absence, a written warning notice will be sent to the parents. After 18 cumulative days of unexcused absence, a parent conference should 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.

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 the head has been checked by the school nurse. Further instructions can be obtained in the School Office.

Chicken Pox - remain out of school until the last crop of vesicles has crusted and dried.
Fever - the child should be fever-free (below 100) without the use of fever-reducing medications for 24 hours before returning to school.
Impetigo - should be on an antibiotic(s) at least 24 hours before returning to school.

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

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

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

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.

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 at all. Disregard of this rule will result in the game being taken away.

Cell phones are permitted with the parents' written permission. These will be used for emergency situations only and **must be kept in the bookbag at all times**. If a child is found with a cell phone out of the book bag at any time during school hours, the phone will be taken away until a parent picks it up. The child will no longer be permitted to have the phone with him/her for the remainder of the year. **This regulation also 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.

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.

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 off-campus behavior includes but is not limited to cyber-bullying.

A student who brings discredit to himself/herself and the school through public misconduct will be subject to disciplinary action when the matter is brought to the attention of the school 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.** 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.

- **Harassment** (See Appendix B)

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

THE INTERNET AND SOCIAL COMMUNICATION

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

- **Blogs**

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

- **Bullying and Cyber-bullying** (See Appendix B)

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

School Computer Privileges (See Appendix C) Sexting

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

- **Texting**

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

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

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.

A third detention will warrant a suspension. A parent conference will be mandatory at this time.

An excess of two suspensions will call for a review and possible expulsion.

Any student serving any type of suspension will not be allowed to participate in any school-related extra-curricular activities the day of the suspension.

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

Disrespect of others by word, gesture, or action

Stealing or cheating

Continual and willful defiance and disobedience

Damage or defacement of school property or the property of others

Possession of weapons or instruments that are deemed inappropriate or injury causing

Threats of violence

Any immoral conduct of a serious nature

Arson

Endangering the welfare of others

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

DETENTION

For a minor violation of school regulations, the offending student may be detained in school for one half hour 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.

DISMISSAL

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

SUSPENSION

A child may be suspended from school for a serious violation of school policy or for frequent minor violations. Suspensions may extend from one to two days. When a student is suspended, his/her parents are notified. Before being re-admitted, a conference will be arranged with the principal, the teacher(s), and the parent(s)/guardian in attendance. No re-admittance may occur prior to this conference. The administration reserves the right to dismiss any student at any time for a just cause.

COMMUNICATIONS

APPOINTMENTS

When in doubt regarding some regulation, parents are requested to contact the school to clarify the point in question. Appointments for a conference with the principal or a teacher may be made through the school office.

Chain of command - Teacher/principal/diocese

VISITORS AND PARENTS ARE NOT PERMITTED TO ENTER THE CORRIDORS OR THE CLASSROOMS without stopping in the office first to receive a pass regardless of their purpose or intention.

Parents/Visitors are asked not to use the secretary's office or offices of other staff members for socialization purposes. Although conversations may not directly involve the secretary or staff member, it does interfere with work that must be done.

COMMUNICATION / MONTHLY CALENDAR

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

Another communication system that we use is REMIND. 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.

CUSTODIAL AGREEMENTS AND STUDENT ACCESS

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

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

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 ankle 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:

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

Khaki pants or Khaki shorts

Blue golf shirt with school name

Navy or Khaki socks

Brown or black shoes (please refer to shoe specifications)

Brown or black belt

Winter – in effect from October 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 Paulsboro Shoes

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****



****Boys****



Or...Black
oxford shoe

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

The first Friday of every month will be designated as Spirit Wear day. 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' hair should be neatly groomed, cut above the collar, above the ears, and off the face. Girls' hair should be neatly groomed and not cover the eyes. For boy and girls: all hair around head should be neatly trimmed. **Fashion haircuts or hair dying are not permitted.**

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

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.

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

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

CLASS TRIPS

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

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

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

PARTIES AND INVITATIONS

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

SEARCH

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

EMERGENCY PROCEDURES

All doors are closed and locked at all times. Security cameras are in place both inside and outside of school. To enter, please ring doorbell announce reason for visit and wait until someone comes to the door to allow admittance.

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

WEATHER EMERGENCIES

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

KYW news radio. Our school number is 1275.

ABC, CBS, NBC, and/or Fox news

Our school website – www.gars-online.com

REMIND Alert system via text and/or email

Should school close early due to weather or another emergency, all parents will be notified by our website, “REMIND” and email. 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

MEDICAL

EMERGENCY FORMS

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

MEDICATION POLICY (See Appendix A)

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

PHYSICALS/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. All children are required to have proof of current vaccinations.

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.

VOLUNTEERS/PARENTAL CONDUCT

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.

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.

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

AFTER SCHOOL ACTIVITIES

Children may 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, gently remove the child from the room – speak to him or her and refer the matter to either the principal or the head teacher of the campus. Please remember to treat each child the way you would like your child to be treated.

SIGN-IN PROCEDURE

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

While you are in the building, you must be present only in the area in which you are volunteering. (Example: if you are here for gift cards, you may be only in the gift card area, not visiting the

classrooms, secretary office, etc.) The same for lunch volunteers, classroom volunteers, etc. If you are bringing younger children – which is not advised – your child must stay in the room where you are. If this makes it difficult for you to do your volunteer work, I ask that you wait until later to begin your volunteering. If you are volunteering as a room parent, no siblings may come – there just is not room in the classroom for other children besides the students. Thank you for your understanding in this matter.

VOLUNTEER DRESS

Guardian Angels Regional School has very detailed expectations for student dress. Although volunteers do not have a dress code requirement, it is expected that volunteers reflect the image of Guardian Angels Regional School and wear modest clothing while working in the school or during school activities. This includes a moderate length for skirts and shorts, conservative blouses and tops, no workout apparel, and no jeans in the front office.

TRANSPORTATION

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.

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.

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 fogginess.
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 15th.

Signature Page for Student

I have read the Internet Access Policy and understand what is expected of me.

Student Name _____ Grade _____

Signature Page for Parent

I, _____ have read the online version of the

Guardian Angels Regional School Parent/Student Handbook and have explained to my children what is expected of them.

Parent Signature _____ Date _____