

Divine Mercy Academy



Calendar & Handbook 2017-2018

Divine Mercy Academy

Mission Statement

The mission of Divine Mercy Academy is to provide an academically excellent Catholic education, and to instill within our students the virtues of mercy and compassion forming them as true disciples of Jesus Christ.



PARENT/STUDENT HANDBOOK – 2017-2018

INTRODUCTION

The purpose of this handbook is to acquaint the parents and students with the policies and practices of Divine Mercy Academy. Parental and student participation and cooperation are vital factors in the development of a successful school program. Therefore, they are encouraged to consult this handbook and to become familiar with the policies of the school.

All policies and procedures contained in this handbook are in compliance with the Paterson Manual for Diocesan Schools.

The administration, principal and pastor, retain the right to amend the handbook when deemed appropriate and necessary.

GENERAL INFORMATION

School Security

Divine Mercy Academy maintains a safe, welcoming and secure environment for our students. The main entrance by the school office is the acceptable entrance to the school. All entrances are kept locked for the safety of our staff and students. All visitors must report to the office and be received by the Administrative Staff. Visitors must sign in and receive a visitor pass. No one may go beyond the doors leading to the hallways without the visitor pass. Except in an emergency all visitors are to leave the school building by way of the main entrance by the School Office.

School Calendar

Each school year families receive a school calendar for the year. It designates free days, teacher in-service days and days of early dismissal. The school must adhere to state and diocesan guidelines concerning hours of instruction, the number of days in session, and provisions for teacher in-service and staff development.

In addition families receive a calendar/handbook. Family participation in school activities is strongly encouraged.

The principal has the right to adjust the calendar by reducing school breaks in order to make up missed days for inclement weather, as well as closing school for added in-service days for teachers. Any make-up days may necessitate a change in the exam schedule at the end of the year. The principal reserves the right to make adjustments for exams and other special events as the needs arise.

Admission

In compliance with the January 1, 1976 Internal Revenue Services Regulations for tax exempt schools, Divine Mercy Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies and all other school-administered programs.

Registration

Parents seeking admission for their children into our school program are requested to call the office to arrange an appropriate time to register.

The following documents must be available at the time of registration for Kindergarten and Transfer Students:

- The child must be 5 years of age by October 1 of the present year to register for kindergarten. The key date, which controls age requirement is the date designated by Rockaway Borough.
- Immunization records for new kindergarten students
- Birth Certificate
- Baptismal Certificate
- Certificates of any Sacraments the child may have received
- Official Transfer from the school a child is leaving
- Academic record from the school the child is leaving including the current report card and test results. In the best interest of

your child, any special testing results should be shared with the teacher.

- Health records from the previous school
- Students seeking admission in grades 1-8 must present documentation as to their grade level. Tests will be given to determine placement. The student must prove his/her ability to function in Divine Mercy Academy before the admission process is complete.

Transfers from Divine Mercy Academy

All Transfers must be requested from the school office either in writing or in person. It is the policy of the school that no transfers or records be released from the school until all obligations have been fulfilled.

Transfers without a Change of Address

According to Diocesan Policy transfers for reasons other than a change of address must be submitted in writing. A conference time will be arranged. Parent and the administrative staff will complete a report that will be signed by the participants at the meeting.

Compulsory Attendance

The State of New Jersey mandates by law compulsory attendance of all children between the ages of six and sixteen. Parents bear full responsibility for compliance.

The following attendance policy in accordance with Diocesan policy is as follows:

There are compulsory education laws in New Jersey dealing with students' attendance and truancy (18A: 371, 37-2, 38-25, 38-26, 38-27). In order to enforce the law, it is reasonable for the school to establish policies and regulations governing student attendance. We believe that regular attendance and participation in classes along with interaction between student and teacher as well as the interaction among students in class are vital and integral parts of the learning process. Attendance is seen as a means of serving educational ends. Frequent absence from and tardiness to school disrupts the continuity of the instructional program. Innovative curricula plans and the newest instructional techniques have little value if the student is not in school to take advantage of them. Chronic absence and tardiness limit

accomplishments and reinforce a habit that will handicap the individual in future education or employment. Research indicates that there is a close relationship between students' attendance and their academic and disciplinary performance. It is reasonable for schools in the Diocese of Paterson to establish policies and regulations governing student attendance. In an effort to reduce the incident of absences which are not related to illness or severe family problems and recognizing the effects of poor attendance on educational development the following policy has been adopted:

Regular attendance is important. Any student accumulating more than 16 absences for the year may not be promoted unless acceptable documented evidence is presented to the school administration. It is understood that occasional school absences will occur. Therefore, the following may be considered as a documented absence:

- Illness requiring longer than a three day recuperation period as verified by a doctor's note;
- Certified hospital stay;
- Periods during which bedside instruction is received;
- School approved reasons, such as field trips, suspension, death in family, or other school initiated reason.

Parents are requested to call the school as soon as possible to report a child's absence. Upon the child's returning to school the absence should be verified by a note addressed to the teacher.

Tardiness

It is important that the students arrive on time. Students are expected to be at school by 7:40 A.M.

Prayers are said promptly at 7:40 A.M. and all children should be ready to begin by then.

If students arrive after 7:50 A.M. they are marked tardy. This appears on the students' permanent record card.

Every effort should be made to have students arrive at school on time. A consistent pattern of tardiness (five or more days in a month) would be cause to contact the Division of Youth and Family Service (DYFS) for educational neglect. It is understood that occasional lateness to school will occur with the appropriate documentation and approval from the school principal.

Arrival

Bus students are dropped off at the side entrance of the school. All students enter the building by way of the door leading to the APR on Halsey Ave. Parents may drop children off near the APR door by stopping on the school side only on Halsey Avenue; however, please do not linger in this area nor block the bus drop. **Do not park across the street and allow your children to cross over. Do not drop students off at the entrance of the parking lot.**

Parking

Parents are asked to use the parking lot on the hill. **Please back into parking spaces** and walk your child to the sidewalk. Do not drop your children off by the entrance of the parking lot.

Dismissal

Dismissal is at 2:10 P.M. Bus students are dismissed by way of the main entrance door. All other students are dismissed from the All Purpose Room. Parents will pick up children directly from the All Purpose Room. Children are to leave with their parents/guardians and remain with them until they leave the premises. In order to insure the safety of these students, no one is allowed to play on the school grounds before or after school.

Leaving School Early

If a student must leave school early before dismissal a letter stating the reason and time for pick up must be sent to the school office. The parent must report to the Secretary's office to sign out the child. The school office will dismiss all students.

When necessity demands and parents come to get a child unexpectedly, the parent must first get permission from the Principal or her Secretary who will then notify the teacher and child. All students are dismissed from the School Office and are signed out. No student is allowed to leave school grounds at any time during the day or be dismissed to any other parent without written permission from the child's parent.

FYI

Parents are asked to plan family vacations at times when school is not in session. We highly discourage all family vacations while

school is in session. Your children not only miss class work and homework but important concepts presented by the teacher. Class work or homework cannot always be given to the student prior to a leave of absence on a family vacation. All class work and homework must be made up upon return. The teacher will determine the allotted time period for make up of missed work. Making up work and learning new concepts presented by the teacher during your child's absence is the complete responsibility of the student and parents. Understanding all of the above, if you still plan a vacation while school is in session, notification must be sent to the school principal and your child's teacher.

Absence

The parent of an absent student must report the reason for the absence by telephone by 8:30 AM. If the parent cannot call and another adult calls, his/her name and relationship to the student must be given. In the event no one calls, the School Secretary will make the necessary phone calls. **Upon return the student must bring in a written excuse. This is the NJ legal requirement for absences.** This note should include:

- Date of Absence
- Name of student, grade and teacher
- Cause of Absence
- Signature of Parent

In long-term illnesses (more than 3 days) the parent is required to submit a note and a doctor's note to return to school.

Student's homework may be picked up at the office at the end of the day. Students are responsible to make up all work. Teachers will determine the time allotment.

Curriculum

Divine Mercy Academy's curriculum for pre-k through eighth grade is determined by the Diocese of Paterson, consistent with the Common Core State Standards.

Library

Library times are scheduled for grades pre-k through 8th. Library skills are taught at all grade levels. Students are responsible for the

care of the books and will be held accountable for lost, damaged or late books.

Testing:

TerraNova Standardized Testing is administered in the spring to grades 2-8. In the fall, the 8th grade takes the COOP Exam. Students in fifth and eighth grade will take the ACRE test.

Report Cards

Report cards are issued quarterly for Grades 1 through 8. Pre-K and Kindergarten receive report cards twice a year (January and June). It is the school's official communication with parents. It provides an assessment of the student's academic progress along with his/her personal characteristics. The Paterson Diocese sets the grading system used. Mid-term exams and final exams are administered in grades 4 through 8.

Honor Roll

First Honors are given to those students in Grades 4-8 who receive an "A" in all subjects.

Second Honors are given to those students receiving "A" and "B" in all subjects

Honorable Mention is awarded to those students who show exemplary effort in all subjects, but may not be able to attain an "A" or "B".

Progress Reports

These notices are sent mid-way through each quarter to all students in order to provide time to correct any deficiencies or to make parents aware that their child is performing well or making the necessary improvements.

Homework

In our effort to provide an education that will meet the varying needs of all students, it is the policy of the school to assign homework beyond the regular school day. Students are expected to complete these assignments each night.

Properly designed homework, carefully planned and geared to the development of the individual student, meets a real need and has a definite place in the educational program. It is designed to help the

student become more self-reliant, learn to work independently, reinforce the skills that have been taught, and complete worthwhile book assignments, projects or research.

It is very important that the parents provide a good atmosphere for work at home. A specific place should be set-aside for the student. Parents should observe the child at work and be available to give guidance if the need arises. However, self-direction is one of the major goals of homework.

Primary grades - Homework will be assigned at a level in which most students can accomplish independently. Assignments will be given 4 times each week. These assignments should reasonably take 25-45 minutes.

Intermediate Grades - Homework will be assigned at the level in which most students can accomplish independently. Daily homework assignments should take about 1 to 1 1/2 hours.

With computer technology more readily available than ever before, there are wonderful opportunities for our students to research, analyze, outline and present their assignments. A report generated through a computer engages many skills and considerable expertise on the part of the student. We encourage the use of the computer and we believe it is necessary for each of our students to become computer literate.

Guidelines for computer generated assignments:

- The teacher may assign group projects. These reports must reflect each individual student's effort and work. It is not the prerogative of students to determine that a collaborative effort will fulfill an assignment.
- A research assignment includes consulting various sources. It is not appropriate for a student to submit research printed from an encyclopedia or the Internet as his/her work.
- The teacher reserves the right to have a hand written report submitted.
- A malfunction on a home computer does not excuse a student from handing in an assignment on time.

Promotion Policy

Promotion, as we use the term, means the advancement of the child from one grade placement to another. Such pupil promotion should represent growth and learning. Learning should represent change, which will be shown in attitudes, behavior, skills, and academic achievement.

We recognize that each child is unique and that growth varies with individual differences. Doing only his/her best work should be the goal of each student. Accepting only the child's best work should be the policy of the instructor. Therefore, the following guides have been set up and are used objectively and honestly before making promotion decisions. Any concerns regarding a student's progress will be discussed with the parent.

Kindergarten: Any student who is socially and emotionally immature to the point that adjustment in the next grade will be difficult will be retained in Kindergarten. These criteria are used as a basis for making the decision.

- Teacher observation with documentation
- The results of objective measures of assessment.
- Attendance record.

Primary Grades: Non-promotion has far less an impact on young children than on older ones. Many educational and personality problems faced by adolescents are the results of poor reading ability. Therefore, more weight will be given to the first of the following criteria than to the others.

- A child in Grades 1,2,3, will repeat if the child has not progressed in reading ability to the point of success in the next grade level, is socially immature to the point that adjustment will be difficult, and has had irregular attendance.
- The evaluation of the child's achievement will be based on teacher's judgment, test results including standardized and teacher made tests and other forms of assessment.
- Throughout the year, the teacher will keep in continuous communication with the parents and administration if a student's progress is questioned.

Grades 4 through 8

- A student will repeat the grade if the student has failed in two major subjects due to lack of effort, failed to acquire efficient work habits, is socially or emotionally immature, and irregular attendance.
- Evaluation of the student's achievement will be based on teacher judgment, test results including standardized as well as teacher made tests, effort, quality of projects, and other forms of assessment.
- Throughout the year, the teacher will keep in continuous communication with the parents and administration if a student's progress is questioned.

Graduation:

Upon completing the course of study prescribed by the Paterson Diocese and Divine Mercy Academy, the eighth graders will receive a diploma.

Tuition:

Payment of tuition is submitted in accordance with the payment schedule established at the time of registration. It is the obligation of the parents to contact the pastor for financial assistance if problems paying are foreseen. In the event of a failure to make timely payment of tuition, the student may become ineligible to attend school unless special arrangements with the school authorities are made for the payment of tuition.

Divine Mercy Academy's Tuition Rate is communicated to the parents in the spring for the upcoming school year.

Payment Policy

Parents have the option of paying in full by August first of the current school year, or they may pay monthly through the Smart Tuition Management Plan

If full payment is received by August 1st, a discount is given.

In addition to tuition, a \$110.00 non-refundable Registration Fee per family is required.

A \$300.00 per student Book/Stationery fee is included in the annual tuition for students in kindergarten through eighth grade. This fee

helps cover the cost of books and educational materials, technology, and the Diocesan insurance fee.

Emergency Closing

Decisions for school closings and delays are made by the **Rockaway Township School District**. In the event of a severe storm or other emergency, special announcements are posted on our website www.dmarockaway.org. Please do not call the school office, rectory, convent, police or fire department for this information. We have instituted Alert Solutions instant alert system. This system is a reliable, fast, accurate, efficient, and flexible Web application for alerting parents in an emergency or for daily communication needs.

A one-hour delay means school will begin at 8:40 A.M. A two-hour delay means that school begins at 9:40 A.M.

Acceptable Use Policy for Technology

Divine Mercy Academy is in compliance with the Diocesan Acceptable Use Policy. It is communicated and signed by the parents, students and teachers each year.

Any organizations affiliated with Divine Mercy Academy may not use computers, copy machines or any other office equipment until arrangements have been made with the administrative staff.

After School Policy

The teacher may retain a student after school for reasons determined by the teacher. The parent will be notified a day prior to the day or a phone call may be made with the permission of the principal for parent notification.

All requests to remain after school must be in writing from the parent and sent to the child's teacher.

After School Program

An extended day program, known as "The After School Program", is available for students in pre-k through eighth grade from 2:10-6:00 P.M. and from 12:00 Noon to 6:00 P.M. on half days, except on those

half days that fall before a holiday. All school policies and procedures are carried over to this program. After-care teachers are required to report any disciplinary problems to the principal the next day. Action will be taken by the principal for any student who does not comply with the code of conduct.

Tuition for the After School Program is billed and paid on a monthly basis. A healthy snack is provided for students. Time is provided for homework and other activities. In nice weather, the children go to play in the park nearby. Parents are required to sign out their child when they pick them up. Parents must submit to the teacher all emergency phone numbers, names of others who may pick up the child, and any special instructions that may help us to keep this program safe for our children.

Appointments

Unless it is an emergency, parents are asked to make all appointments for their child after school hours if possible.

Teachers may ask to see parents. Phone calls from parents are directed to the teacher for a return phone call. Appointments for the Principal are made through the Secretary. Parents may not go to a classroom without signing in at the office and receiving a Visitor Pass.

Parent /Teacher Conferences

Parent /Teacher Conferences are held in November. Teachers and parents may schedule additional conferences if necessary. No parent may go directly to a classroom without signing in at the office.

Faculty Meetings

Faculty meetings are held monthly.

Faculty/Personnel

The current teaching staff includes homeroom and subject area teachers, a Spanish teacher, music teacher, art teacher, librarian, a physical education and computer teacher. A speech teacher and basic skills teacher also serve the students.

Our school secretary, nurse, teacher aides, cleaning staff, and volunteer parents assist the above.

Home Instruction

A student, who under certain medical conditions is unable to come to school, may be eligible for Home Instruction from the School District in which the student resides. Arrangements are made with the Principal and the School District.

Lunch and Milk Programs

The school provides a Lunch Program and Milk/Juice Program. Guidelines are given out at the beginning of the school year.

Transportation

Verbal messages from children are not acceptable means of notifying teachers/principal about changes in established dismissal routines. Written notes by parents or phone calls received by 1:30 P.M. are acceptable.

Bus Service

Children of Divine Mercy Academy living in Rockaway Township are eligible to ride the Public School Buses. Each bus is under the direct supervision of the driver. In the best interest of safety, parents are asked to help in instructing their children to follow the bus rules and good habits of bus behavior. The Public School Transportation Office sends bus schedules to each family that has completed a bus form for each child.

Students are expected to ride the assigned bus each day. Students are also expected to bring a note to school whenever they will not ride the bus home for any reason. Parents indicate at the time of registration and re-registration the main transportation for the child. If there is any change in the transportation procedures, students are to know the procedure and the school needs to be notified. If there is a question, students will remain in school until parents give specific directions.

Parents are responsible to keep all emergency numbers updated. A yearly form is filled out.

In accordance with Bus Regulations, no child may board a bus other than the one assigned without the written permission of the parent. A child who usually walks or is transported by car may not ride the bus.

The school bus is an extension of the school. The student is expected to maintain proper standards of behavior while riding the bus. Improper behavior may illicit suspension from riding the bus. Parents would then be responsible for the child's transportation.

Home and School

Parents of children attending Divine Mercy Academy are expected to be active in the Home and School Association. Parents are encouraged to attend meetings. **Fundraising is a primary function of the Home and School Association. Participation in these fundraisers by all parents is essential.**

Birthday Celebrations

Students are acknowledged on their special day during Morning Prayer. Students may bring in special treats to be shared with the class. We ask parents to give a day's notice to the teacher. Parents are encouraged to keep it simple and healthy. Treats with high sugar content are discouraged. Unless party invitations are given to the entire class, no invitations may be given out in school. Students are allowed a dress down day for their birthday.

Snacks

Only healthy snacks and water bottles are allowed. High fructose, caffeine or energy drinks are not permitted.

Field Day

The physical education teacher conducts a Field Day toward the end of the year.

Student Council

Divine Mercy Academy provides the students with leadership development. Student Council elections are held each year. Guidelines and procedures are given to the students prior to the election of the officers and class representatives.

Assemblies

Educational assemblies are presented throughout the year.

Field Trips

According to Diocesan regulations, all Field Trips must be educational. The parents receive information and permission slips to be signed prior to the trip. Parents with a child who may need medication during a field trip must make arrangements to be on the field trip if the nurse is not available.

Since the school is responsible for each child, those who consistently ignore school rules and regulations may be asked to forego this privilege. Permission slips, provided by the school office, must be signed by a parent/guardian prior to the trip for each specific event.

Students not participating in the field trip are expected to attend school the day of the trip.

Since no funds are made available for field trips, the parents pay bus and admission fees.

Alcohol and Drug Policy

Students and teachers may not have in their possession at school or at any school-sponsored activity alcohol, or any type of drug (5061.2). Students who must have medications at school or at any school-sponsored function shall file with the school a form signed by the prescribing physician and parents.

Any violation concerning possession is a major infraction of school policy and makes the student or teacher liable for dismissal. Parents shall be informed and assisted in providing an appropriate response to the situation concerning the student.

A family that refuses to cooperate with the school's program for assistance of the student shall be required to withdraw from the school. In such case, the school shall inform the receiving school of the circumstances involved in the transfer.

Auxiliary Services

Divine Mercy Academy participates in all District, State and Federal Programs that relate to services available to nonpublic schools. Parents sign a Textbook loan form for each child each new school year.

Electronic Devices

Students are not allowed to use cell phones or any other electronic devices on school grounds, on school buses or any other school activity or game. We strongly discourage bringing these to school. However, should one of these be a necessity for a particular student, we will collect it before classes begin each morning and return it at the end of the day.

Fire Drills:

Fire drills are held once a month. Students are to follow the instructions of the teachers. For the safety of everyone in the school, there is absolutely no running or talking during the drill.

Emergency Drills:

Drills for evacuation, lockdown and other emergencies are held monthly. Divine Mercy Academy Emergency Plan is on file at the School Office. All staff members have a copy of the School's Emergency Plan. All teachers/staff are familiar with the procedures to be taken if an emergency arises at school.

Asbestos Management Plan

Divine Mercy Academy Asbestos Management Plan is on file in the School Office, as required by the Federal Asbestos Hazard Emergency Act (AHERA). This document is available for examination upon request.

Desks and Lockers

Desks and lockers are school property and may be searched by the Principal at any time.

Telephone

The students are allowed to use the office phone **only** with the permission of the principal or the secretary. In the event that there is a change in the after school schedule, students will be allowed to call home to inform the parents.

Suspected Child Abuse or Neglect

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

Volunteerism

Volunteers are a necessary component in the overall school program. All volunteers who have direct contact with students must be fingerprinted and participate in the training session for “Protecting God’s Children,” and sign the Diocesan Code of Conduct.

Child Custody

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

SCHOOL DRESS CODE

A School uniform has long been an integral part of the Catholic School identity. Based upon the belief in the equality of all persons, and to eliminate competition among students, uniform usage is established. Dressing in a neat, refined manner should influence a child to act accordingly. All students are expected to be well groomed and wear the required school uniform at all times.

All slacks, jumpers, skirts, and shorts must be worn at the waist.

Jumpers and skirts must be a reasonable length, and not rolled over at the waist.

Uniform Regulations:

Girls in Grades K – 8:

- Plaid Jumper or Black Slacks/Peter Pan Collared Shirts (Grades K-3)
- Plaid Skirt or Black Slacks/Oxford Shirts (Grades 4-8)

- Criss-cross plaid tie is required with slacks.
- Black Crew Neck Cardigan, V-Neck Sweater Vest or V-Neck Pullover with school logo.
- Black knee-hi socks or black tights
- Dark-color school shoes, i.e. leather, saddle shoes, loafers, tied leather, suede, walking shoes. No backless shoes; No flip-flops; No sneakers.

Boys K – 8:

- Black slacks/black shorts with belt
- With shorts you must wear black ankle socks. All socks must be 3-4 inches visible above shoes
- White oxford shirt (long or short sleeve)
- Tie is required.
- Shirts are to be worn tucked in.
- Red Crew Neck Cardigan, V-Neck Sweater Vest or V-Neck Pullover with school logo.
- Dark-color school shoes, i.e. leather, saddle shoes, loafers, tied leather, suede, walking shoes. No backless shoes; No flip-flops; No sneakers.

Gym Uniforms/Boys and Girls & Pre-K Uniforms:

- Gym sweatpants/shorts with school logo
- T-shirts/sweatshirts with school logo
- Sneakers and ankle socks are to be worn only on gym days for kindergarten-8th grade.
- Pre-K students may wear sneakers on all school days.
- No jewelry is to be worn on gym days for reasons of safety and security.

Special Note:

- No excessive jewelry may be worn.
- Make-up is not permitted.

DISCIPLINE POLICY

Behavior Codes of Conduct

Divine Mercy Academy is in compliance with Paterson Policies 5064 through 5068

Expectations

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment of Divine Mercy Academy.

Students are expected to act with courtesy and respect toward one another and toward all members of the staff and volunteers in the school.

Students must take seriously their obligation to develop lifetime habits of self-control and concern for the well being of others.

Parents/Guardians and school must work together to help students learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the classroom or school or violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the principal. If a student continues to disrupt a class, they will be asked to leave the school.

No student has the right to interfere with the education of another student. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

Guidelines on Student Behavior

Manners: Divine Mercy Academy strives to enforce home teaching and uphold courtesies in speech, behavior and attitude so that students will know how to act in any situation. To achieve this, the school insists on basic courtesies and encourages a cooperative attitude towards one's elders and peers. Divine Mercy Academy wants to affirm the need for self-discipline, responsibility and accountability.

Hallways: All students are to walk in the halls and on stairs. Running is not permitted in the school building. Individual students or groups of classes moving through the halls are asked to walk in single file on the right side of the hall or stairs in an orderly manner. For grades 4-8, teachers are asked to be at the classroom door when classes change.

Playground: Students using the playground are to be courteous to their fellow students, teachers, and lunch supervisors. There is to be no harassing of other students and no food taken outside during lunch recess. All students must go outside at the appointed time. No student is to re-enter the building without the permission of the teacher or lunch supervisor. Students may not leave the school grounds without the necessary permission. Students are to stop at the sound of the bell and wait, then walk back to school as a group when the signal is given. Snowballing and throwing of objects are forbidden both on the school grounds and while on the way to and from school.

Lunch: All students must remain seated while eating. All lunch materials are to be placed in the waste containers at the end of the period. The lunch supervisor will call one grade at a time to dispose of waste and to line up for playground dismissal. Throwing of food or other objects is forbidden. We expect pupils to behave in an orderly manner. Parents will be notified if a child's behavior merits repeated correction. Glass bottles or jars may not be brought to school.

Buying, Selling or Trading: Buying and selling or trading of any personal items is not permitted. This includes but not limited to comic books, baseball cards or other cards.

Boys and Girls Room: Students are to receive permission from the classroom teacher to use the lavatory closest to their rooms. Any graffiti, litter and or damage must be reported to the classroom teacher or to the principal immediately.

Language: Students are expected to be respectful to each other as well as to the faculty, staff, and volunteers. Bad language, name-calling,

teasing or any other verbal or written abuse will not be tolerated and will be dealt with as a discipline matter.

Computer Room and Classroom Computers: The computer room and computers in the classroom are to be used only under the direct supervision of a teacher. No student is to enter or stay in the computer room unless there is an authorized person with them. No student is allowed on the Internet, unless with teacher permission and under teacher supervision. We comply with the Acceptable Use Policy – Paterson Diocese.

Church: Proper genuflection – use of the right knee to touch the floor- face the tabernacle when genuflecting. Maintain proper posture while sitting, standing or kneeling. Always maintain a respectful attitude during the church services and when receiving the Sacrament of Holy Eucharist. Students are to enter and leave the church in a quiet, orderly manner.

School Books: Students are responsible for the condition of textbooks issued to them at the beginning of the year. The student’s name must be written in the place provided at the front of each book. Books are to be covered at all times with a book cover. Covers that are written on will have to be replaced by the student. When taking books to and from school, the books are to be carried in some form of a book bag. Books that are damaged or lost must be paid for by the student.

Care of School Property by Students:

Students will exercise care of all schoolbooks, supplies, desks and equipment utilized by them in either curricular or extra-curricular activities.

Any student injuring or defacing such schoolbooks, supplies, or equipment shall be liable to suspension or punishment and his/her parent shall be liable for damages in the amount needed to replace or fix the item.

Gum chewing is not allowed on school property during school hours. This includes the After School Program hours.

Detention: Students may be detained after class for unreturned test folders, lunchtime behavior problems, not following safety policies, acts of vandalism to building or property of others and infractions of the Code of Conduct. Parental notification will be given and acknowledged in writing prior to the detention. Students will be assigned work so as to make up work missed during any period of absence or tardiness.

In-School Suspension:

Students may be subject to in-school suspension if they—

- repeatedly conduct themselves in a defiant manner, bully others, verbally abuse others or act in any way detrimental to the physical, educational or moral well being of other students
- Show disrespect for authority.
- Have had repeated detentions for missed homework assignments
- Cheat on a test or exam. (Incurring a zero on the paper)

Suspension: For a serious infraction of school regulations or the Code of Conduct, the principal and pastor may temporarily suspend a student. The time of the suspension will become effective after the principal has notified the parents. The student will be required to complete class work missed.

Expulsion: Expulsion is a severe punishment which is used as a last resort and after serious deliberations or when circumstances otherwise warrant.

Reasons for which a student may be subjected to suspension or expulsion from school include but are not limited to:

- Possession, use, sale and or conveyance of any controlled substance, drug, look-a-like drug, alcohol or anabolic steroid.
- Assault or battery of a fellow student, teacher, administrator or an employee of the school
- Bomb threats
- False alarms

- Racial or ethnic slurs
- Use of vulgar or obscene language
- Fighting
- Disrespect toward the school in word or action

In the event of an expulsion, the following procedure shall be used:

- A time of suspension will first be imposed during which there will be private consultations of parents with pastor, principal and teacher. The school will remain in consultation with the superintendent of the Paterson Diocese.
- The final decision will rest with the principal. Before any such decision is made the principal must consult with the pastor, appropriate authorities and the Paterson Diocesan Schools Office.
- A written report of the expulsion will be submitted to the Schools Office.
- The Parent may within the guidelines of the Diocese appeal to the Superintendent whose decision will be final.

Possession of Weapons

Any student found to be in possession of a weapon would be subjected to disciplinary action, up to and including expulsion, and reported to the appropriate law enforcement agency for criminal prosecution under the New Jersey State Law.

Student Threats and Violence

Threats of violence and other forms of abusive expression, physical harassment, corporal punishment, use of inappropriate sexual words, actions or innuendoes and comments directed at a

person's gender are inappropriate and will not be tolerated. All threats are taken seriously.

The schools in the Diocese of Paterson are committed to maintaining a nonviolent, no harassment environment. Violations of this sexual harassment policy will be treated seriously and as a significant disciplinary matter.

Bullying/Verbal Abuse: Bullying in any form will not be tolerated.

Hands-Off Policy: No child may inflict harm on another student.

Bus Safety Rules:

- Take your seat quietly.
- If seat belts are provided, fasten your seat belt.
- Remain seated.
- Talk quietly.
- Don't damage the bus.
- Ask the bus driver's permission to open the window.
- Keep hands and head inside at all times.
- Keep aisles clear at all times.
- Do not throw anything inside or outside the bus.
- Obey all rules, and follow directions given by the driver.
- Be courteous to your bus driver throughout the year.
- Do not distract the driver while the bus is moving.
- Eating or drinking on the bus is not permitted.
- Proper language is required at all times.
- Large items may not be brought on the bus.
- Students may be assigned seats.
- The bus driver reports all misbehavior to the principal in writing.

PL #1989: Public Law 1989 prohibits Smoking in the school building at any time. Divine Mercy Academy is a smoke free School.

