



STUDENT and PARENT HANDBOOK

St. Cassian School

*National Blue Ribbon Exemplary High Performing School
Accredited by the Middle States Association of Colleges and Schools*

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Dear Parents,

This handbook is designed as a guide for both students and parents. It will be an important reference for you throughout the year. The handbook contains the school's philosophy, policies, and procedures.

This handbook has been revised to be in compliance with the legal guidelines set forth by the Archdiocese of Newark. Please take time to read it thoroughly and to understand the contents. It is necessary for both parents and students to be familiar with the contents of this handbook as all policies and procedures will be implemented and enforced throughout the school year. To indicate that all parties are aware of all contents of this handbook, each enrolled student and at least one parent must sign the enclosed sheet and return it to school. With parental cooperation and teacher dedication, the school year will be blessed with success!

Most Sincerely,

Mrs. Maria Llanes
Principal

ST. CASSIAN OF IMOLA, MARTYR

Feast Day August 13

The Christians for the first few centuries were, for the most part, ordinary citizens. They lived in a church that came of age in a period of political unrest and religious persecution. The times called for heroism and sanctity. Ordinary people did extraordinary things.

Cassian was such a person. He was a schoolmaster in Imola, a town approximately equidistant between Bologna and Ravenna in northeastern Italy. During the persecution, Cassian was handed over to the civil authorities. Unfortunately, we do not know which persecutions. The story of his martyrdom did not spread throughout the whole Church until much later. Historians have been able to guess that Cassian died for his faith during the persecutions of either Decius (250 - 251), Valerian (257 - 260), or the Great Persecution of Diocletian (303 - 304).

Tradition provides us with the manner of his death. After being found guilty of the crime of being a Christian, and steadfastly refusing to sacrifice to idols, Cassian was condemned to death. It seems that the judge had a sadistic streak, and Cassian was to be killed by his former students, who stabbed him to death with their styli, the metal pens used to inscribe letters on tablets of wax, lead or wood.

The feast day of St. Cassian has been celebrated on the 13th of August since the late 4th Century. In iconography, he is pictured sitting (a traditional pose for a teacher) and holding a book (a symbol for teaching), a palm branch (a symbol of the victory of martyrdom) and a quill stylus, the instrument of his martyrdom.

NON-DISCRIMINATION POLICY

St. Cassian School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. St. Cassian School does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of our educational policies, admission policies, scholarship, and athletic and other school-administered programs.

PURPOSE AND USE OF HANDBOOK

This handbook exists to foster the efficient operation of St. Cassian School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Principal has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

AMENDMENTS TO HANDBOOK

This Handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

PARENTS' ROLE IN EDUCATION

We, at St. Cassian School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Cassian School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Cassian School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. **Speaking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.**

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned (student grades are earned not given by teachers) and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the person God created them to be.

PARENTS AS PARTNERS

As partners in the educational process at St. Cassian School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Has a home device with a working camera and microphone during remote learning
- Completes assignments on time; and
- Has purchased lunch through the school lunch program or has a nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school via the absence form and also email your child's teacher when relevant so that he/she can plan accordingly. (PLEASE NOTE THAT INFORMING YOUR CHILD'S TEACHER OF AN ABSENCE DOES NOT REPLACE COMPLETING AN ABSENCE FORM.)

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To be active partners in the preparation of their children for the sacraments of Reconciliation, Eucharist, and Confirmation;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about students, teachers, or the administration on social media.

HOME AND SCHOOL ASSOCIATION (H.S.A.)

The role of the H.S.A. is to assist the school in achieving its Mission, build community, provide parent education, and fundraise. All parents of students enrolled at St. Cassian School are members of the Home and School Association (H.S.A.). Yearly dues are not optional and must be paid in September.

Parents and faculty share the common objective of providing for the best spiritual, educational, social and physical development of each child enrolled here at St. Cassian School, fostering an environment that is positive and open. The H.S.A. partners with the St. Cassian School Principal and St. Cassian parish to ensure our Catholic Community here at St. Cassian is thriving. The H.S.A. is a positive vessel to promote a spiritual, caring, and kind environment at our school.

There are unique and separate roles of the school faculty and of the parents; administration of school policy and the curriculum falls to Mrs. Llanes. *Parental involvement is critical* to supplement and support the work of St. Cassian School. The H.S.A. works to coordinate many events that benefit our school and our children during the year. In order to make our events thrive, it takes dedication and time from *all* of our parents. As such, all parents are expected to be active participants by serving on the leadership team, attending scheduled meetings, volunteering for school events, participating in fundraising activities, and attending school events and functions sponsored by the H.S.A..

PARENT/TEACHER CONFERENCES

- a) Communication between parents and teachers regarding students is necessary and encouraged. Formal conferences are held once a year.
- b) Special conferences may be initiated by parents, teachers, or the Principal.
- c) During times when preventative measures are in place due to Covid-19, conferences with teachers, administrators and the Child Study Team will be held virtually.

POLICY OF ADMISSION OF STUDENTS

St. Cassian School gives preference to:

- Registered parishioners of St. Cassian Church who currently have siblings in the School.
- Registered parishioners of St. Cassian Church who currently have no siblings in the School.
- Catholic students registered in parishes other than St. Cassian Church and who currently have siblings in the school.
- Catholic students registered in parishes other than St. Cassian Church but who currently have no siblings in the School.
- Non-Catholic students.

Please note: Due to St. Cassian School's reputation as a high quality institution, a waitlist for admission is common. Admission decisions are based on the applicant's merits and the "priority of acceptance" listed on the previous page. The order in which applications are received may not take precedence on decisions.

AGE REQUIREMENTS

A birth certificate must be submitted for proof of age. The following guidelines may be stated if applicable:

The pre-kindergarten child must be 3 on or before October 1. The Kindergarten child must be 5 years old on or before October 1. The 1st grade child must be 6 years old on or before October 1. Special administrative consideration may be given if the situation is deemed appropriate.

ADMISSION PROCESS

All candidates for admission are interviewed by the Principal. The following documents should be submitted for review by our admissions team:

1. Current and previous year report cards
2. Two years of standardized test results (ie. Iowa Assessments, Map, TERRA Nova or PARCC)
3. Letters of recommendation
4. Portfolio or sample of student work

The following documents are required for registration:

1. Copy of Birth Certificate
2. Copy of Baptismal Certificate
3. Immunization Records
4. \$300.00 per child non-refundable application fee

BAPTISMAL CERTIFICATES

Catholic applicants must provide a baptismal certificate and any additional sacramental information.

TRANSFER STUDENTS

The following documentation is required:

- Transfer from the school previously attended
- Two most recent years of Report Cards
- Two most recent years of standardized test scores

ALL TRANSFERS ARE AT THE DISCRETION OF THE ADMINISTRATION.

FINANCIAL OBLIGATIONS

School contracts regarding financial obligations must be signed by each family. All families must have a Blackbaud Account set up. All Blackbaud accounts must be kept current. Student enrollment privileges will be suspended if a tuition contract is not in place and/or the account is more than 30 days past due.

Tuition

On time tuition collection is essential to ensure the stability of the school. Educational services will be discontinued for non-payment of tuition after 30 days from the due date. The school should be made aware of any unforeseen circumstances that affect the tuition payment in order to make some adjustment. Tuition payment is done directly through Blackbaud Tuition Program on a monthly or semi-annually payment, or payment in full made payable to St. Cassian School, as indicated on the Tuition Agreement.

Families receiving "in parish" tuition are expected to contribute to the support of St. Cassian Parish in an amount equal or greater to the discount provided.

A signed Tuition Agreement is required of all families. In the event a signed agreement is not in place, the student will not be allowed to attend school.

Tuition Grades K-8 (2023-2024)

Prices include all fees, except the Technology Fee*

	Parishioner	Out of Diocese
1 Child	\$7,150	\$8,050
2 Children	\$12,800	\$14,600
3 Children	\$18,450	\$21,150

***Technology Fee \$300.00 per child**

Tuition Pre-K (2023-2024)

Prices include all fees, except the Technology Fee**

MORNING PROGRAM*: 8:00-11:30 am

5 days per week: Monday thru Friday	\$7,100
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FULL DAY PROGRAM*: 8:00-2:45 pm

5 days per week: Monday thru Friday	\$9,070
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*Please note: PreK 4 is a 5-day morning or 5-day full day program only.

**Technology Fee \$300.00 per child.

Tuition Schedule

SAINT CASSIAN SCHOOL

ISSUED: 4/1/23

K-8 STUDENTS			
Registration Fee (NON-REFUNDABLE/Due at Registration)	\$300.00	\$600.00	\$900.00
	1 Child	2 Children	3 Children
Tuition	\$7,150.00	\$12,000.00	\$17,250.00
Per Student Fees			
Technology Fee	\$300.00	\$600.00	\$900.00
Non-Parishioner Fee (see note below)	\$900.00	\$1,800.00	\$2,700.00
Graduation Fee (8th Grade Students only)	\$400.00	\$400.00	\$400.00
Calculate Total Student Fees			
Per Family Fees			
H & S Dues (All Grades - Not Optional)	\$80.00	\$120.00	\$160.00
Total Family Fees	\$80.00	\$120.00	\$160.00
Calculate Your Total Tuition & Fees			

PRE K STUDENTS*		ISSUED: 4/1/23	
Registration Fee (NON-REFUNDABLE/Due at Registration)	\$300.00	\$300.00	
	Half-Day Tuition	Full-Day Tuition	*PK Notes:
5 Days per Week (PRE-K3 AND PRE-K4)	\$7,100.00	\$9,070.00	Family Discounts do not apply to PK tuition rates.
Tuition			
Per Family Fees			
Technology Fee	\$300.00	\$300.00	The H & S Dues is a per family fee.
H & S Dues (Not Optional)	\$80.00	\$80.00	
Total Family Fees	\$80.00	\$80.00	
Calculate Your Total Tuition & Fees			

AfterCare Rates			
AfterCare Hours: 3:00-6:00 p.m.			
Registered Students - Monthly Rate*	1 Child	2 Children	3 Children
5 days per week	\$350.00	\$630.00	\$858.00
4 days per week	\$300.00	\$540.00	\$735.00
3 days per week	\$250.00	\$450.00	\$613.00
2 days per week	\$170.00	\$306.00	\$417.00
1 day per week	\$105.00	\$189.00	\$257.00
Non-Registered Students - Daily Rate			
First Hour (per child), Emergency cases only	\$15.00		
Full Session (per child)	\$30.00		

AfterCare charges are billed through Blackbaud Tuition only. Discounted rates only apply to registered students, for more than 6 months .

Other Information

Blackbaud Tuition Management

- All payments are paid to and processed by Blackbaud tuition management system.
- Three payment plans are available: Annual* (full payment in July 15th), Semi-Annual (two payments July & November), 10 month Plan (monthly payments from July through April).

*The \$200 discount will be removed from your account if payment is not posted by July 15th and/or cleared for any reason.

- Late Enrollments: Balances are due in the first month of the payment plan.

Non-Parishioner Fee (Payable per tuition payment plan) - Fee is added as follows:

- Any Catholic family that does not complete the *Parishioner Verification Status* form.
- Any Catholic family that does not meet the parishioner criteria, as outlined in our Tuition Policy.
- All non-Catholic students.

H & S Fees

- The H & S Dues covers student participation in the Thanksgiving Feast, Year-End BBQ, St. Patrick's Day Bagel Lunch, CSW Movie. It also covers refreshments at Back-to-School Night & CSW Open House, School Directory, Christmas Corners Class Basket.

Health Office Guidelines

COMMUNICABLE DISEASES

The school nurse or office should be contacted immediately if your child has a communicable disease such as measles, chicken pox, German measles, mumps, scarlet fever, influenza (flu) or pink eye. A doctor's note is required for readmission after said communicable disease.

HEALTH OFFICE GUIDELINES

1. Any student with a fever (a temperature of 100 degrees or above) will be sent home and he/she must remain home a full 24 hours fever free before returning to school. It is at the discretion of the school nurse to send a child home if they are not well, regardless of the child's temperature. If a child is found to have a fever at home (a temperature of 100 degrees or above), they cannot return to school until fever free for 24 hours without the use of fever reducing medication such as Tylenol or Ibuprofen.
2. If a child vomits or has diarrhea during the evening, night or in the morning, please **do not** send him/her to school. If a child vomits in school, we will call you to pick him/her up. Any child who vomits or has 2 or more episodes of diarrhea must remain home for **at least** 24 hours after last episode of vomiting or diarrhea. The child must also be tolerating food and fluids well prior to return to school.
3. If a child has been diagnosed with Strep Throat, he/she must be on medication for at least 24 hours and be fever free without fever reducing medication for 24 hours before returning to school.
4. If a child has been diagnosed with Conjunctivitis (pink eye,) he/she must be on medication for 24 hours prior to returning to school and must have a note from the primary care provider.
5. Chicken pox requires the child to be home until all pox are scabbed and dry. A note from the primary care provider is required before returning to school.
6. It is very important that the school nurse be notified if head lice or nits are found in your child's hair. A child must be nit free for 24 before returning to school. The child must be brought in by the parent or guardian to the health office for clearance to re-enter the classroom.
7. Any viral illness with fever and rash will require a doctor note for clearance to return to school.
8. All Covid-19 positive test results must be reported immediately to the school nurse. The school nurse will determine the students return to school date. For any student who meets criteria for testing based on symptoms, we highly recommend completing an at home Covid-19 antigen test to rule out Covid-19 illness. This is especially important during times of high community transmission. During high transmission periods, the school may require Covid-19 testing if symptom criteria is met.

Covid-19 Compatible Symptoms

ONE of the following symptoms:

fever (T>100)
cough
shortness of breath
new olfactory disorder (loss of smell)
new taste disorder (loss of taste)

OR TWO of the following symptoms:

chills, rigors (shivers), myalgia (muscle aches),
headache, sore throat, nausea or vomiting, diarrhea,
fatigue, congestion or runny nose

9. All flu positive tests results must be reported immediately to the school nurse. The student will need to be at least 24 hours fever free without fever reducing medication and symptoms improved to return to school. A doctor note will also be required for return to school.
10. No medication, including over the counter medications, will be administered to students unless there is a Medication Order completed by the doctor. This completed form can be either the school provided Medication Consent Form or a medication order form provided by the doctor's office. The medication must also be provided in the original prescription bottle or original container.
11. PHYSICAL EXAMINATIONS: All new students to the school are required to have a physical examination by their family health care provider and submit the documentation of this exam to the school nurse. A physical examination and documentation is also required for every child entering Kindergarten and 4th grade. Physical examination forms can be obtained in the nurse's office or on the school web site.
12. HEALTH RECORDS/ANNUAL SCREENINGS: Health records are maintained on all students. Health screenings will be conducted annually, according to State Guidelines. Parents will be alerted to any concerns or suspected abnormalities arising from screenings. Scoliosis screenings occur biannually starting in 5th grade. If you do not want your child screened, please notify your school nurse.
13. Immunizations are required based on the schedule provided by the NJ Department of Health as seen in the link- [k12_parents.pdf \(nj.gov\)](#). Religious exemptions will NOT be accepted by the Archdiocese of Newark. Medical exemption to immunization requires a note written and signed by the child's pediatrician indicating the vaccine(s) that are exempt due to medical reasons. Any child that does not meet the immunization requirement may be asked to cease attending St Cassian School.

Immunization Requirements:

- DTP: a minimum of four doses, provided at least one dose is given on or after the fourth birthday.
- OPV: a minimum of three doses, provided at least one dose is given on or after the fourth birthday.
- Measles vaccine: two doses of measles containing vaccines such as measles, mumps, and rubella (MMR) or measles and rubella (MR) given on or after the first birthday; vaccine doses are to be separated by at least one month. This rule generally applies to all Kindergarten and Grade 1 pupils this school year. Those older children not meeting the criteria above are required to document only one dose of a measles containing vaccine on or after the first birthday as in the past.
- One dose of Varicella (chicken pox vaccine) on or after the child's first birthday or proof of disease immunity.
- Mantoux testing may be required of your child in accordance with the New Jersey State Health Department regulations.
- All children two months of age up to the fifth birthday who are enrolled in a preschool or childcare setting after September 1, 1995, must also document receipt of 1-3 doses of Haemophilus influenza b (Hib) vaccine as well as the previously required age-appropriate DTP/DTaP, Polio, and MMR vaccines.
They must have one dose of PCV on or before their first birthday, and at least one dose of influenza vaccine between September 1 and December 31 of each year.

Students entering the fourth grade are required to have a physical, in addition to all students new to St. Cassian School.

All students are required to have a physical before participating in the school sports program. The physical must be current each school year. Dental exams should be done each year.

**AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE WILL NOT BE ADMITTED.
PLEASE NOTE THAT THE ARCHDIOCESE OF NEWARK SCHOOLS DO NOT ALLOW RELIGIOUS EXEMPTIONS.**

If a student is injured or becomes ill while the nurse is at school, she is consulted.

If a student is sick enough to go home as determined by the administration, the parents are called and the student is picked up from school by the parents or an adult designated by the parents.

Any type of accident, which occurs on the school premises, will be reported to the office as soon as possible. If the accident is of a serious nature (one which may require professional care), we will make the student comfortable and will contact the parent immediately.

If there is no response at the home, we will contact the emergency number you have provided us or contact the parent at work. If no one can be reached, then the Principal and/or nurse will make the emergency decision if the situation requires immediate action.

Children subject to accident or illness are dismissed only to parents or an adult designated by the parents.

Communicable Diseases

The school nurse or office should be contacted immediately if your child has a communicable disease such as measles, chicken pox, German measles, mumps, scarlet fever or pink eye. A doctor's certificate is required for readmission after said communicable disease.

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. Classrooms are equipped with air purifiers to minimize the spread of allergens and viruses. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. St. Cassian School makes no claim to be an allergen or peanut-free school.

Food Allergy Policy

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

Due to the severe risk that tree nut and peanut products cause to other students and staff, please only send foods for your child that are tree nut and peanut free.

THE SCHOOL CAN NOT GUARANTEE THAT FOOD PURCHASED THROUGH OUR LUNCH PROGRAM OR SHARED AT SCHOOL WILL MEET THE REQUIREMENTS OF STUDENTS WHO HAVE ALLERGIES. PARENTS OF CHILDREN WHO HAVE FOOD ALLERGIES ARE RESPONSIBLE FOR PROVIDING THE APPROPRIATE FOOD FOR THEIR CHILD.

MEDICATION

Administration of Medication

Saint Cassian School strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

1. A parent/guardian should come to school and personally administer the medication. If this is not possible, the school nurse or the Principal (or his/her designee) will administer the medication under the following conditions:
 - The medication must be given to the school nurse or the Principal by the parent/guardian.
 - The medication must be in original pharmacy labeled container
 - The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School Form".
2. The student will be permitted to self-administer only in life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the school nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization of Self Administration of Medicine in School Form." This form is available from the school.

Administration of Epinephrine

As permitted by New Jersey law, St. Cassian School shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

1. Parents/Guardians Authorization and Agreements Regarding Liability

Written authorization of administration of the epi-pen must be received from the parent or guardian of the student. The parents/guardians of the student shall be notified that upon administration of the epi-pen in accordance with the procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the student. The parents/guardians of the student shall indemnify and hold harmless the school and its employees or agents for any such injury, as provided by law.

2. Administration of the Epi-pen by the School

The school nurse shall have primary responsibility for the administration of the epi-pen. In the absence of the school nurse, another school employee - designated and trained in the administration of the epi-pen by the school nurse pursuant to New Jersey law - may administer the epi-pen. Many of our staff members are trained.

ATTENDANCE

There is supervision of students from 7:45 A.M. The school day officially begins at 8:05 AM, therefore any student arriving after 8:05 AM will be marked late. The designated arrival and dismissal time for each grade level is described below in the Arrival and dismissal procedures section.

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature responsible behavior in the future.

Reporting an Absence

It is important to notify the school when your child will be absent from school. To report an absence, please use the form provided through the following link: <https://forms.gle/2HMjmaJQecaX7eoZ7>. Notifying the teacher through email is also recommended so that he or she can plan your child's instruction. Notifying your child's teacher/s does NOT substitute the submitting the absence form. ***If an absence form is not submitted stating the reason for absence the absence will be counted as unexcused. Any absence of more than three days due to illness requires a note from a physician to return to school.***

Daily school attendance is required by State Law. Careful planning can prevent absences for reasons other than illness. Regular appointments with doctors or dentists should be scheduled for after school hours, Saturdays, or school holidays. Consult your school calendar. Please also plan vacations around the school schedule.

In Person Instruction required for all students: To maintain consistency and promote academic success, students are expected to attend in school instruction for the duration which they are scheduled to do so, provided that they are in good health. **In following the Archdiocese of Newark and the NJ Department of Education guidelines, all students will be required to attend school in person for the 2023-24 school year.** As per Archdiocese of Newark guidelines, remote instruction is not an option for students who are absent from school virtual learning is no longer an option.

Attendance and participation in school activities: If a student is absent from school because of illness or disciplinary action, she/he will not be permitted to take part in extracurricular or athletic activities that afternoon or evening.

If a student is absent from school for a reason other than illness or disciplinary action, the school administration reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation. A student who is absent from school should not attend an extra-curricular activity unless permission has been granted by the principal.

In order to insure student success and maximize the student's learning experience, please make every effort to schedule trips and vacations when school is not in session. If a child is going to be absent for three days or more, a letter must be submitted to the Principal indicating the time and reason for absence. A copy of the letter should also be submitted to the child's homeroom teacher. It is the parents'/child's responsibility to see that all work is completed during the absence.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three days to complete the work, unless other arrangements have been made with the teacher.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 A.M. to arrange for a pick up of any book needed. Missed class work and homework assignments will be posted in the Google Classroom(s).

For short absences, students should review the contents of the Google Classroom and contact their teacher(s) if they have questions.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Due to the educational advantage of returning graded tests to students in a timely manner, some missed tests may not be made up.

Categories of Absence

1. **Excused Absence:** Attendance need not always be within the school facilities. A pupil will be considered to be in attendance and, thus, his/her absence **excused** if he/she is present at any place where school is in session by authority of the school/Archdiocese of Newark. This includes remote learning, school sanctioned events such as field trips, athletic trips, representing St. Cassian School at some form of competition, etc..

Please note that **administrative approval must be obtained in advance for extenuating circumstances upon consideration of the student's attendance and academic record.** Further, it should be noted, that even if a student's absence is excused, **the student is still required to complete any missed work and submit it to the appropriate teacher for grading.**

An **excused** absence will NOT be recorded in the student's permanent record, will NOT show up on the student's progress/report card, and will NOT result in the student failing a grade/subject or being considered for retention/non-promotion.

2. **Valid Absence:** A student's absence is considered **valid** in the following circumstances:
 - a. Disabling illness (please contact the School Office and the School Nurse)
 - b. COVID-19 positive or COVID-19 symptoms (please contact the School Office and the School Nurse)*
 - c. Recovery from an accident
 - d. Required court appearance/attendance
 - e. Death in the immediate family
 - f. Religious observance in accordance with statute, no pupil absent for religious observance of a day recognized by the commissioner of education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternative to a test or examination missed through such absence.
 - g. In-School Suspension
 - h. Out-of-School Suspension
 - i. Take Your Child to Work Day
 - j. Such good cause as may be acceptable to the Principal

A **valid** absence WILL BE recorded in the student's permanent record, WILL show up on the student's progress/report card, but WILL NOT result in the student failing a grade/subject or being considered for retention.

3. **Unexcused Absence:** A student's absence is considered unexcused in any circumstance that does not fall into the other two absence categories. All unexcused absences WILL BE recorded on the student's permanent record, WILL show up on the student's progress/report card, and WILL contribute to the **10 days of unexcused absences (e.g., family vacations) within a trimester that will result in the student failing ALL subjects for that trimester** and the, **20 days of unexcused absences throughout the course of the school year that will result in non-promotion.** *If an absence form is not submitted stating the reason for absence the absence will be counted as unexcused.*

Absence During the School Day

In all other circumstances, parents must inform the School Office and classroom teacher(s) via email and will be required to sign out their child at the School Office. If the child returns to school during the same school day, he/she must be signed back into school in the office.

Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

Tardiness

1. **Late to School:** If a student arrives late to school, the student is to go directly to the office for a late slip. Repeated tardiness causes a disruption to the class and to the child who is late. Please note that while there are situations in which a student may be tardy for a valid reason, TARDINESS is ALWAYS considered UNEXCUSED and WILL BE recorded in his/her permanent record AND appear on his/her progress report/report card UNLESS the student is tardy as a result of his/her participation in a school sanctioned event (see Excused Absence above for more information).

Further, a written reflection will be assigned after every 5 late entries. It is the responsibility of the parent to make every effort to have their child arrive on time. Tardiness infractions will be tracked separately from other infractions.

2. **Late to Class (i.e., traveling between classes within the school day):** If a student has been detained at the office, or by a teacher, the student will receive a late slip before going on to the next class and the receiving teacher will be notified. In this circumstance, tardiness is counted as EXCUSED. Tardiness to class for any other reason, unless deemed otherwise by the School Principal, will be counted as UNEXCUSED and will be recorded as a minor infraction.
3. **Late when Signing into Class from Home during extraordinary circumstances, such as a required quarantine:** Attendance will be taken by the teacher at the beginning of each scheduled Class Meet. Logging in more than 5 minutes after the scheduled class start time will result in the student being marked late/tardy. It is expected that students will make every effort to be on time to each scheduled class.

Excessive absence or tardiness not related to a chronic illness may be a cause for retention consideration or an impediment to re-registration

Vacation Assignment Policy

In order to ensure academic success and maximize the students' learning, **it is strongly recommended that family trips be planned in line with vacation periods in the school calendar.** If a student is planning to be absent from school for three or more days, a request should be made to the Principal in writing. Upon returning to school, it is the parents' responsibility to see that all work missed by the student is completed in accordance with the timeline set by the school. Teachers should not be expected to tutor after school for work missed while students are on vacation. Teachers will also not be required to provide assignments prior to the absence from travel. It is the student's responsibility to make arrangements to obtain all assignments upon their return. **No assignments or tests will be given in anticipation of the vacation.** Days absent due to travel are considered non-excused absences. These absences may have adverse effects on school performance and grade level completion. Please read the guidelines on school absences for more information.

HOME-SCHOOL COMMUNICATION

Appointments with School Personnel: Parents who wish to meet with the Principal, a teacher, or any member of the school staff must email the staff member directly or contact the Office to arrange a mutually convenient meeting time.

Staff members who wish to communicate with the parents of a student may do so by phone, email, letter, or at a mutually convenient appointment. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties.

When appointments are made, the parent and Principal and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

E-mail addresses will be shared by teachers.

Visitors: No parent is to visit a classroom unless he/she has first come to the office. All visitors must use the front entrance and sign in at the office.

Change of Address or Phone: Please notify the school office if you change your address, telephone number or work number. This information is vital for the security of your child.

CURRICULUM

Religion, Language Arts, Mathematics, Science, Social Studies, Physical Education, Health, Music, Visual Arts, Computer Technology and Spanish are all subjects taught at St. Cassian School.

All students, Catholic and Non-Catholic are to participate in the religion classes, school liturgies, and services.

Preparation for First Communion is given in second grade and Confirmation in grade 8.

Private music lessons and orchestra are available.

PRIVACY OF STUDENTS

St. Cassian School abides by the provisions of applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parent with access to the student's essential academic records.

GRADES

Students' progress is reported to parents three times a year. Distribution of report cards may take place at Parent Conferences, carried by the child, delivered through the mail or delivered electronically. Specific distribution procedures will be stated in the monthly school calendar.

Progress reports are available to parents as scheduled mid-trimester. Progress reports may alert parents to contact the school for conferences.

All 5th-8th grade students who receive a failing grade for the yearly average in a major subject must attend summer school and earn a passing grade as a provision to promotion or receiving a diploma. The student may participate in graduation exercises. If 3 or more subjects are failed, the student must be retained in the same grade.

PowerSchool is used as a tool for communication between home and school. **It is the parents' responsibility to check regularly to ensure they are aware of their child's progress.**

The guidelines for academic grades are set by the Archdiocese of Newark.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who **can** learn, but who choose **not** to learn. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

Honor Roll and Principal's List Criteria

Grades 4 to 8:

First Honors: Students must attain an **A** in every subject and an **S** or an **O** in all areas of Personal Development.

Second Honors: Students must attain an **A** or a **B** in every subject and an **S** or an **O** in all areas of Personal Development.

Principal's List

Grade 1:

Students must attain an **S** or an **E** in all Study Skills and Social Development Areas of the Report Card.

Grades 2 and 3:

Students must have an **S** or an **E** in all the Subject Areas, Special Subjects, Social Development, and Study Skills.

Grades 4 to 8:

Students must attain a **cumulative average of 90 or better** for the Marking Period and have an **S** or an **O** in all areas of Personal development.

Perfect Attendance

All Grades:

Students must be in attendance every day of the trimester and not have more than two late arrivals.

Pre K

Progress reports at this level are given twice a year in January and June.

St. Pope John Paul II Award for Excellence in Religion

Grades: 1-8 (one per homeroom)

Award Criteria

Student consistently:

- Exhibits interest in the Catholic faith through an active faith life, including full participation and reverence at Mass
- Exemplifies Catholic values in word and action
- Puts forth their best effort across subject areas
- Excels academically, achieving Es or As all three trimesters in subject areas and S's or O's in personal development

National Junior Honor Society Criteria For Invitation to Membership

Students are typically considered for enrollment in the National Junior Honor Society in 7th Grade. To be considered for enrollment, a student must maintain a cumulative A average in all subjects since sixth grade with the lowest report/progress card grade being a B. The student must also maintain an S (Satisfactory) or an O (Outstanding) on all social and behavior traits on the report/progress card. In addition, the student models the following qualities: Leadership, Service, Character, and Citizenship.

Leadership

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Exercises influence on peers in upholding school ideals
- Contributes ideas that improve the religious and civic life of the school
- Inspires positive behavior in others
- Demonstrates academic initiative
- Successfully holds school offices or positions of responsibility, demonstrating reliability
- Demonstrates positive leadership in the classroom, school, or community activities
- Is dependable in any responsibility accepted

Service

The student who serves:

- Participates in some outside activity: Scouts; church groups; volunteer services for the aged, poor or disadvantaged; family duties
- Volunteers dependable assistance and can sacrifice to offer assistance
- Works well with others and is willing to take on difficult or inconspicuous responsibilities
- Cheerfully and enthusiastically renders requested service to the school
- Is willing to represent the class or school in inter-class or interscholastic competition
- Attends and participates in all school events, such as concerts, performances, Catholic Schools Week Mass, etc.

Character

The student of character:

- Accepts recommendations graciously
- Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- Upholds principles of Christian morality and ethics
- Cooperates by complying with school regulations and policies
- Wears the St Cassian uniform with a sense of pride and abides by all the requirements detailed in the uniform policy
- Demonstrates the highest standards of honesty, including written assignments and test
- Shows Christian courtesy, concern, and respect for others
- Observes instructions, rules, punctuality, and faithfulness both inside and outside of the classroom
- Has power of sustained attention as shown by perseverance and application to studies

Citizenship

The student who demonstrates citizenship:

- Demonstrates the importance of civic involvement
- Has a high regard for justice and the American form of government
- Demonstrates mature participation and responsibility through involvement with such activities as Forensics, Mini Model Congress and community/ school organizations

In some instances, a student may be considered for induction into the Junior National Honor Society in 8th Grade.

Students who transfer into St. Cassian School in their 8th Grade year will not be eligible for induction into the Junior National Honor Society. However, if a student was inducted at their previous school before transferring to St. Cassian School for 8th Grade, the induction will be recognized.

*In all circumstances, a committee of five teachers will vote on selection to membership in the St. Cassian Junior Honor Society. Because most of the criteria for membership are subjective, the decisions of this committee are final and not open to appeal.

Junior National Honor Society & 8th Grade Graduation

To be eligible to graduate with the recognition and honors accorded to an inductee of the Junior National Honor Society, a student must maintain the high academic, leadership, service, character, and citizenship standards which merited their induction throughout the whole of the 8th Grade year. At the beginning of the 8th Grade year, all inductees will sign a pledge indicating their understanding of the requirements to graduate with this recognition and honor as well as their commitment to continue on the path of excellence in each qualifying area. Prior to graduation, the list of inductees will be reviewed. All students who have upheld the requirements of the Junior National Honor Society will graduate with the anticipated recognition and honors. Any student who has been unsuccessful in upholding any or all of the aforementioned criteria will not be accorded the same privilege.

8th Grade Honor Roll Graduation Criteria

To graduate with **High Honors*** the student must obtain:

- An **A** in every subject for every trimester of the 8th grade year
- An **O** or **S** in every behavior category

To graduate with **Honors*** the student must obtain:

- An **A** or **B** in every subject for every trimester of the 8th grade year
- An **O** or **S** in every behavior category

**Please note that the criteria for these awards are different than the criteria used to determine First and Second Honors throughout the school year.*

Promotion and Retention

Promotion and retention are determined by the teacher with the approval of the Principal. Both are based on the academic achievement and maturity growth level of the child. A student will be retained in a grade only when there is a reason to believe he/she will benefit from the retention. Every effort should be made both by the school and parent to meet the student's needs, utilizing special services where they are required.

If the school realizes that it can no longer service the particular needs of the student, after consultation with the parent, a transfer will be requested.

Student Evaluation

Testing: Teachers test students periodically in the various subject areas to measure individual understanding of content and acquisition of skills taught.

Special Testing:

- a) A standardized test program authorized by the Newark Archdiocese to evaluate academic growth is given annually to all students. Results of these tests are shared with parents.
- b) Educational evaluation of the child by a professional child study team may be requested by the parent or the school. There is no charge for this service.

Homework

Homework assignments are given to supplement and reinforce classroom teaching and learning. They should be a productive experience for all children.

- a) Parents are asked to provide a quiet place, free of distracting sounds of radio and television, and to supervise study assignments as well as written work, especially in the lower grades when work and study habits are being formed.
- b) Students are reminded that study and reading homework assignments are essential to their homework obligations.
- c) We request that each student purchase a school planner for a cost of \$9.00 This planner corresponds with the wall chart in each classroom. The cost of the planner will be billed through Blackbaud (the tuition management account).
- d) Since students concentrate, work, and learn at their own pace, and since assignments vary in difficulty, the following homework total time allotment for the various grade levels are offered merely as suggested guidelines:

Grades 1-2	-	15-25 minutes
Grades 3-4	-	30-40 minutes
Grades 5-6	-	50-60 minutes
Grades 7-8	-	1 1/2 - 2 hours

Textbooks

It is required that all students take proper care of the books assigned to them. **This includes covering all textbooks.** If any book is torn, defaced or lost, a fine, equaling the cost to replace the book, will be charged through Blackbaud. Textbooks loaned to the student must have a proper book cover. No writing in loaned textbooks is permitted. The student will pay a fine for replacement of damaged or lost texts. The fine will be charged through Blackbaud.

In addition to the traditional textbooks provided to students during instruction, St. Cassian School provides a subscription to digital textbooks for all students in grades kindergarten through 8th. .

School Property

The parent of a child who carelessly destroys or damages any furniture, computer, ChromeBook®, iPad®, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

Volunteers

All individuals who volunteer in the school must complete the Diocesan mandated application, background check, code of conduct form, as well as Protecting God's Children safe environment training.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to assist with class parties, or to decorate bulletin boards.**

In the event lunch volunteers are needed, the volunteers may bring an infant, toddler, or preschool student, provided that: infants and toddlers are contained to a high chair or stroller and preschoolers are seated at all times in a designated area. **Under no circumstances**, can a child accompanying a parent volunteer be standing or walking in the lunchroom.

Visitors

All visitors and volunteers **MUST REPORT TO THE SCHOOL OFFICE AND SIGN IN.** No one may visit a classroom while school is in session without the prior consent of the Principal.

Please also note that visitors will not be permitted in the building during school hours, unless there is a previously scheduled appointment. Parent-teacher meetings and child study team meetings will be held virtually unless other arrangements have been made.

FIELD TRIPS

1. In collaboration, teachers and administration will arrange field trips that are designed to correlate with teaching units and to achieve curricular goals.
2. Parents do NOT arrange field trips.
3. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
4. A field trip is a privilege and not a right.
5. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
6. All grades do not always have the same number of field trips.
7. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
8. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
9. Teachers will complete and be responsible for sending home an official permission slip outlining the details of the school trip. Teachers will also collect the signed permission slips.
10. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
11. The official permission slip provided by the school is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, it is advised that you contact your child's teacher.
12. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
13. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
14. Students who are participating in the field trip must ride the bus (arranged for by the school office) to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
15. All monies collected for the field trip are **non-refundable**.
16. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
17. Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip.
18. Parents who chaperone a field trip may not bring preschool or school-age siblings on the field trip.
19. All chaperones must be 21 years of age or older and be in good standing with Protecting God's Children training and all volunteer requirements, including an approved background screening through Verified Volunteers, within a three-year period.
20. Students are expected to wear their school uniform on all school trips unless otherwise noted. The specific uniform will be specified on the trip permission slip.

Students with Allergies:

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. St. Cassian School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

GENERAL DISCIPLINE POLICY

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at St. Cassian School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and School will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of St. Cassian School or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warning; punishment assignments; denial of privileges; detention; in-school suspension; out-of-school suspension; or expulsion.

Actions which violate the law, threaten or cause harm to other students or staff members, demonstrate bullying of any kind, disrupt or impede the welfare and progress of St. Cassian School community, or bring discredit to St. Cassian School will not be tolerated. Such actions or other severe violations of school rules may result in expulsion.

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

DISCIPLINARY PROCEDURE

The Principal will handle major infractions. Consequences for major infractions may include detention, suspension, and expulsion depending on the severity of the incident. Repeated minor infractions will also be referred to the Principal and may result in disciplinary action including expulsion.

Minor infractions will usually be handled by the teacher. The usual course of action will include the teacher issuing the student a **Reflection Form** identifying the particular behavior of concern. The student will then complete the reflection form and submit it to the teacher for review. Following this, a digital copy of the reflection sheet will be forwarded to the child's parent/guardian via email.

After 3 minor infractions, a **Personal Growth Essay** will be issued and due to the assigning teacher no later than three school days from the date of issue. The due date will be noted on the bottom of the **Personal Growth Essay Form** that will be issued via email to the student and the student's parent/guardian. In some circumstances, the parent may also be contacted by the teacher directly and a conference scheduled to determine a course of action. Repeated minor infractions will also be referred to the Principal.

Should the above measures to correct a discipline problem need to continue, the student would be subject to probation, suspension, or expulsion (depending on the seriousness of the misconduct and the past disciplinary record of the student). Probation, suspension and expulsion decisions will be made by the Principal.

In order to maintain the good order of St. Cassian School and the safety and security of all faculty, staff, and students, administration reserves the right to conduct random and targeted searches of lockers, desks, backpacks, and student belongings.

St. Cassian School intends to adhere to the policies set forth in this manual. St. Cassian School reserves the right to change the contents of this manual at any time.

MINOR INFRACTIONS

Those, which constitute minor infractions, include, but are not limited to, the following:

- Chewing gum
- Out of uniform or not following uniform policy
- Failure to return correspondence requiring a parent signature within a reasonable amount of time
- General Rudeness
- Disrespect for the rights of others, including their right to learn
- Lateness for class, unless excused by a teacher note
- Failure to complete homework
- Irreverence in church
- Unprepared for class (e.g., no textbook, no writing implements, forgot Chromebook, etc.)

MAJOR INFRACTIONS

Those behaviors, which constitute major infractions, are subject to serious disciplinary action.

Examples include but are not limited to:

- Profanity and obscenity
- Continued rudeness, defiance, disrespect
- Disrespect of teachers and staff
- Disrespect for the rights and property of others, including their right to learn
- Harassment / bullying
- Cheating
- Disregard of internet use policy
- Cell phone use (including text messages) during school hours
- Inappropriate use of any school devices including iPads, laptops, and Chromebooks which are exclusively for assigned educational use (Please see the **Appropriate Use of Technology Policy**)
- Inappropriate comments made on social media or in communications with other students during and outside school hours (Please see the **Appropriate Use of Technology Policy** below)
- Smoking or vaping in the building or on the grounds
- Possession of matches or weapons
- Possession of alcohol or drugs,
- Possession of drug/vaping paraphernalia
- Under the influence of drugs or alcohol *
- Physical violence to teachers or students
- Stealing
- Vandalism
- Truancy or cutting class

The administration reserves the right to take appropriate action on any incident not listed here.

EXTENDED CARE PROGRAM

St. Cassian School offers an After School Extended Care Program for children in Pre K - Grade 8 2:45 P.M. - 6:50 P.M.. **Please note that After School Care may be interrupted or suspended at any time due to concerns related to the spread of illness, such as COVID-19 or due to inclement weather.**

It is a time of relaxing activities including homework assistance, snack, storytelling, playtime, and crafts..

LUNCH PROGRAM

Students have an opportunity to participate in a lunch program. Menus are distributed in advance and are completed for a month at a time. Cost is reasonable since it is a non profit program.

Lunch brought from home is always acceptable. No soda is permitted.

Saint Cassian School Uniform Requirements 2023-24

The wearing of the St. Cassian uniform should always reflect good grooming, safety, and modesty. It is expected that all students comply fully with the uniform policy.

We realize that sometimes a temporary non-compliance is unavoidable, so courtesy reminders will be sent home when a student is not in compliance with the uniform policy; However, long term or repeated non-compliance will carry disciplinary action. The following procedure will be followed:

1st Reminder - An email notification is sent to parents indicating non-compliance, The email will request a parental response indicating an expected compliance date.

2nd Reminder- Parents are notified that the student is still in non-compliance of the uniform policy. In some instances, the parent may be asked to come to school to bring a change of clothes or to pick up the student.

3rd Offense - The third communication will assign a detention date and relay notice of omission from the Honor Roll, Principal's List, and/or National Honor Society.

Official Uniform Provider: Lobel's Uniform Outfitter and Flynn and O'Hara

BASIC OR WINTER UNIFORM (acceptable all year):

Girls -Grades K-4

A) Jumper (**must be no more than 1 inch from knee or below**); long or short sleeve blouse (light blue), tie; blue knee socks or:

B) Navy slacks; long or short sleeve blouse (blue) or short sleeve knit Shirt (blue - with logo)

Navy vest, V-neck pullover sweater, or cardigan with the school logo must be worn when wearing the pants

Blue socks

Mary Jane style shoes in black

No hair dye in unnatural colors

Girls -Grades 5-8

A) Plaid kilt (**must be no more than 1 inch from knee or below**); long or short sleeve knit shirt. Please note that slacks may be worn by girls in grades 1-4 only.

(Blue with logo), with or without banded bottom

Navy knee-high socks, (no tennis or golf socks), navy tights;

Navy vest, V-neck pullover sweater or cardigan with school logo (Every student **MUST** have one of the sweater options with the winter uniform)

Girls' headbands and hair accessories should be navy blue, black, hunter green or the school plaid pattern.

No hair dye in unnatural colors

Girls All grades:

Single earrings may be worn only on the ear lobes.

No dangling earrings

Skirts may not be rolled

No make-up, no ostentatious jewelry, no extraordinary hairstyles or dyes (natural hair colors only)

Mary Jane style shoe - black leather only

No clogs, sneakers (except gym day) sandals, boots, or work boots

Skirts must be worn no more than 1' above the knee.

Boys Grades K-5

A) Blue knit short or long sleeve shirt (with logo);

Navy blue twill uniform trousers;

Navy pullover sweater, vest, or cardigan with school logo (Every student MUST wear one of the sweater options)

Hair must be cut above the collar - no extraordinary styles or dyes (natural hair colors only)

Closed oxford dress shoe or loafer- black leather (the sole must also be black) (NO SNEAKERS)

Navy socks

Grades 6-8

Blue short or long (1 Inch above the knee)sleeve dress shirt

School uniform striped fashion tie

Navy V-neck pullover sweater, vest, or cardigan with the school logo- Every student must wear one of the sweater options

Navy blue twill uniform trousers

Oxford dress shoe or loafer- black leather (the sole must also be black)

No clogs, sneakers (except gym day) sandals, boots or work boots

No tennis or golf socks

Hair must be cut above the collar - no extraordinary styles or dyes (natural hair colors only)

Please note that students may only wear a school uniform sweater or vest. No other

Sweater, jacket or vest may be worn over the uniform shirt.

SUMMER UNIFORM (Optional)

Girls' Uniform (all grades)

Navy skort (1 inch above knee) with blue short sleeve knit shirt - with logo

(With or without banded bottom)

Mary Jane style shoes (black leather- same as for winter uniform)

No sneakers of any kind may be worn

No sandals or clogs

Any blue socks, visible over shoe

Girls' headbands and hair accessories should be navy blue, black, or white.

Boys' Uniform (all grades)

Navy shorts or slacks with blue short sleeve knit shirt (with logo)

(With or without banded bottom)

Oxford dress shoe or loafer- black leather (the sole must also be black)

No sneakers of any kind may be worn (NO SNEAKERS)

Blue socks must be visible above shoe

Gym Uniform- All Grades (Except Kindergarten)

Warm-up Gym Suit

T-shirt with school logo

Mesh Gym Shorts (optional) - Grades 4 -8 must wear them under the warm-up suit during the school day while not in gym class

All students must wear the jacket that goes with the warm-up/jogging suit.

Optional Summer Uniforms: September 6 - October 20

May 1– end of year

Winter Uniforms: Beginning October 23 through April 30

FIELD TRIP ATTIRE

Students are expected to wear their school uniform on all school trips unless otherwise noted. The specific uniform will be specified on the trip permission slip.

TAG DAY/BIRTHDAY ATTIRE

Tag Day/Birthday attire must be school appropriate. It is to be worn only on days designated by the Principal, organized by Student Council, in support of a charitable cause or requested and approved using the Birthday Tag Day form. Please note:

- Tag Day Attire:
 - All skirts, dresses, skorts, rompers, etc. must be no shorter than one inch above the knee
 - Shirts should not have any inappropriate text or graphics
 - Leggings and shorts may NOT be worn
 - Sneakers with wheels are NOT permitted

- Birthday Tag Day Form:
 - Must be submitted prior to the requested Birthday Tag Day date for review and approval
 - In some instances, the Birthday Tag Day Request may be deferred to a different date if it conflicts with the uniform requirements for special school activities (E.g., school mass, field trips, and so on).

BIRTHDAYS/CELEBRATIONS

Students will NOT be permitted to bring in food to share for birthdays or other classroom/school celebrations. A child's birthday will be recognized within their homeroom class and every attempt will be made to make the child feel special on their birthday.

SCHOOL SUPPLIES, SCHOOL BAGS & PLANNERS/AGENDAS

All students are required to have a school bag. **School bags with wheels are not permitted** unless medical documentation has been provided to the school office indicating the need.

All students are required to use the official school planner/agenda that is distributed at the beginning of the school year and billed through Blackbaud.

GIFTS & INVITATIONS

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via email or the U.S. Mail unless an invitation is being given to every student in the entire grade.

Please note, it is the parents responsibility to obtain the required contact information. Most student contact information can be found in the electronic copy of the Family Directory published by the Home and School Association (H.S.A.). The office is not responsible for providing contact information.

Additionally, as per Archdiocesan policy, there should be no collection of monies (physically or electronically) for communal gifts (e.g., staff gifts).

PHYSICAL EDUCATION PROGRAM

Physical education is a state requirement and must be taken by every student unless a written excuse from a physician is presented to the Principal.

Excuses:

1. Long-term: In case of a serious illness/injury a doctors' certificate is to be issued.
2. Short-term: A doctor or parent's written request for a day's excuse from gym, or an excuse for a short period of time.

Students who habitually fail to participate in physical education classes due to misconduct, poor sportsmanship, disregard for proper gym attire, or by other transgressions of rules as outlined in Code of Discipline may not participate in interscholastic sports.

The school reserves the right to remove a child from a school team if the academic work is not up to the child's ability.

At no time during the school day may a student leave the school grounds unless accompanied by a parent or guardian. Supervision of students is provided daily from the designated arrival time to the designated dismissal time, unless the child is enrolled in the Extended Care Program.

TRANSPORTATION

The area in front of the school is a *NO PARKING ZONE*.

Transportation reimbursement is provided by some towns for students traveling 2 miles or more to school in accordance with district laws for non-public school children. If you qualify for this, forms should be signed and returned to the school office via email. It is the responsibility of the parents to file on time, not the school office.

Arrival & Dismissal Procedures

The following Arrival and Dismissal Procedures have been developed with the safety and security of all parties in mind. They will be implemented effective immediately and remain in effect during the 2023- 2024 school year until a formal notice is sent lifting these procedures.

SCS Car Line

It is anticipated that the car line for parents with children in kindergarten through 8th grade will be unusually long for the first week or two of school as we all adjust to these new procedures for arrival and dismissal; however, we also expect that as everyone becomes familiar with the procedures that the process will go much quicker as the year progresses. With that in mind, you may wish to budget some extra time in the morning and at the end of the day to ensure that you arrive at school on time and are not late for any appointments you may have following the school day, especially at the beginning of the school year. Please also budget extra time for pick up during inclement weather, as dismissal may take a bit longer when all students are being dismissed from inside the building.

We ask for your patience during this time. Please take advantage of the rare gift of time: time to connect with your child(ren) in the morning before they begin school and the gift of quiet time to yourself as you wait to pick your child(ren) up at the end of the day.

In order to ensure the flow and success of the car lines, It is important that everyone adhere strictly to the designated arrival and dismissal times.

General tips to help ensure that the car line moves safely, smoothly and efficiently for everyone:

- You will be provided a sign through your child's Google Classroom account, displaying your child's full name and grade, to display when you enter the car line. Please be sure to print this sign and display it on your car window. Always have your sign with you. Should you need a replacement sign for any reason, please contact the School Office.
- Do not leave cars parked and/or unattended on the car line.
- In consideration of our neighbors, please do not block driveways on Lorraine Avenue, Bellevue Avenue, or Norwood Avenue or nearby intersections as you wait in line (including the entrance to the school parking lot as it is used by our neighbors as an access route to their parking and serve as the entry/exit for the PRE K-3 drop off at arrival).
- Please stay in line. It is not acceptable to cut in line, create a line parallel to the car line, or permit a student/students to exit/enter a vehicle before arriving at the designated drop off/pick up location. This is critical for maintaining the safety of all parties.
- Two car lines will be established and multiple entrances will be used. Please be sure to ALWAYS USE the CAR LINE that has been ASSIGNED TO YOUR FAMILY to ensure the safe and efficient arrival and dismissal of your child(ren)

- Once your vehicle arrives at the designated drop off/pick up location, ONLY the students should exit the vehicle, except in the case of a younger student needing assistance with a car seat or to gather/store his/her belongings. A designated staff member or volunteer will greet your child and ensure their safe entrance into the school or return to you.
- Please avoid putting school bags and other belongings needed for school in the trunk of vehicles, as the retrieval requires extra time and slows the car line.
- Once your child has exited the vehicle safely at drop off or has been appropriately secured in your vehicle at pick up, please depart promptly to ensure the car line continues to move along in a timely manner.
- You will be provided a sign through your child's Google Classroom account, displaying your child's full name and grade, to display when you enter the car line. Please be sure to print this sign and display it on your car window. Always have your sign with you. Should you need a replacement sign for any reason, please contact the School Office.
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- Please stay in line. It is not acceptable to cut in line, create a line parallel to the car line, or permit a student/students to exit/enter a vehicle before arriving at the designated drop off/pick up location. This is critical for maintaining the safety of all parties.
- Two car lines will be established and multiple entrances will be used. Please be sure to ALWAYS USE the CAR LINE that has been ASSIGNED TO YOUR FAMILY to ensure the safe and efficient arrival and dismissal of your child(ren)
- Once your vehicle arrives at the designated drop off/pick up location, ONLY the students should exit the vehicle, except in the case of a younger student needing assistance with a car seat or to gather/store his/her belongings. A designated staff member or volunteer will greet your child and ensure their safe entrance into the school or return to you.
- Please avoid putting school bags and other belongings needed for school in the trunk of vehicles, as the retrieval requires extra time and slows the car line.
- Once your child has exited the vehicle safely at drop off or has been appropriately secured in your vehicle at pick up, please depart promptly to ensure the car line continues to move along in a timely manner.

We thank you in advance for your collaborative efforts in making the dismissal and arrival procedures smooth and successful

Arrival and Dismissal Procedures by Grade

Arrival and Dismissal

Grade	Drop Off Time	Pick Up Time	Half Day Time	Location	Instructions
Pre-K	7:45-8:05	2:40	11:30-11:40	Playground Gate	Park along Norwood Ave. (preferably past Lorraine) and walk students to the playground entrance gate. Please do not park on either side of Lorraine Ave.
Kdg, - Grade 1	7:55	2:40	11:40	Gymnasium Back Entrance	Enter the church driveway on Bellevue and drop off students by the gym doors. Arrive at your designated time to avoid delay. If the driveway is full go around the block. The police department prohibits cars from forming a line on Bellevue Ave.
2,3,4	7:45	2:50	11:50	Gymnasium Back Entrance	Same directions as Kindergarten and 1 st grade
5-6	7:50	2:45	Gr. 5 at 11:45 Gr. 6 at 11:50	Main Entrance - Lorraine Ave	Form car line on the school's side of Lorraine Ave. Please do not arrive before your designated time. It is also important to remember not to block our neighbors' driveways.
7-8	7:55	2:55	12:00	Main Entrance - Lorraine Ave	Same directions as grades 5 and 6. Please do not arrive before your designated time. It is also important to remember not to block our neighbors' driveways.

Note: If you have more than one child in kindergarten through eighth grade, please follow the arrival and dismissal procedures for your older child. Please plan to drop off and pick up preschool students separately.

Other Important Notes

Families with students in multiple grades should follow the earliest designated arrival time and the latest designated dismissal time.

General Notes About Dismissal:

Weather permitting*students in 4th, 5th, 7th and 8th grade will line up outside with their teachers in a designated waiting area, maintaining social distancing requirements between classes and between students within each class. The staff member assigned to facilitate dismissal will request students to be dismissed by their homeroom teachers from the designated waiting areas as their rides arrive at the designated pick up location at the Main Entrance of the school on Lorraine Avenue.

Students in 1st-3rd grade will be dismissed from a designated waiting area within the school gymnasium, while students in PRE K students will be dismissed from their homeroom classrooms or the playground gate when the weather permits. The staff member assigned to facilitate dismissal at the back of the school will request students to be dismissed by their homeroom teachers from the designated waiting areas as their rides arrive at the designated pick up location in front of the gymnasium door closest to Norwood Avenue.

Parents/guardians should arrive to pick up their child(ren) at dismissal using the CAR LINE ASSIGNED TO THEIR PARTICULAR FAMILY to access the designated pick up location for their children (the same location where drop off occurred during arrival). As soon as the vehicle enters the car line, parents/guardians should please ensure that the sign displaying their child(ren)'s name(s) is clearly visible from the dashboard. Upon arriving at the designated pick up location, the student(s) identified on the color-coded sign will be directed to enter their parent/guardian's vehicle under the supervision of the assigned staff member(s). Parents should remain in the vehicle except when it is necessary to assist a small child with securing him/herself in a car seat and/or placing his/her belongings in the vehicle. Once all parties are safely secured in the vehicle, the vehicle should exit the car line according to the pre-established traffic pattern described in the arrival procedures.

***During inclement weather,**

- Students in 4th, 5th, 6th, 7th and 8th grade will remain seated in their homerooms and will be individually released from homeroom as the staff member supervising and facilitating dismissal at the Main School Entrance identifies their family car in the car line. If weather permits, student will wait with their teacher outside in the front of the school.
- Students in 1st-3rd grade will line up in the gymnasium. All students in 1st-3rd grade will remain on line in the designated waiting areas until they are personally called by the staff member facilitating and supervising dismissal at the designated pick up location in front of the gymnasium door at the back of the school nearest Norwood Avenue.
- No matter the weather, PRE-K students will be dismissed from their homerooms using the classroom door that exits onto the parking lot when they are solicited by the staff member supervising dismissal at the back of the school.

A Few Other Details to Ensure Successful Pick Up & Drop Off

Walkers	8th grade students with signed parental permission who walk to and from school independently should report to the Main Entrance to enter the school at the beginning of and will be dismissed by their homeroom teacher at the end of the day.
Siblings in Different Grades	Families with students in multiple grades should follow the arrival and dismissal procedures for the eldest child. Pre-K students should always be dropped off and picked up by the pre-K doors or the playground gates when the weather permits a playground arrival and dismissal.
Special Dismissal Arrangements	In the event that you will need to pick up your child prior to the scheduled dismissal time, please contact the school office and your child's teacher(s) to coordinate your child's departure.

APPROPRIATE USE OF TECHNOLOGY POLICY

The **Appropriate Use of Technology Policy** includes all policies governing the use of technology by students within the school building and during remote learning. In particular, the Appropriate Use of Technology Policy governs student use of the school telephone/ cell phone, personal cell phones and other electronic devices while in school, technology during remote learning, school Chromebooks, and the school's social media policy.

I. School Telephone/Cell Phone Usage Policy

The office telephone is not for student use. No calls will be allowed except in case of an emergency and with the permission of the staff.

II. In School Policy on Personal Cell Phones and Other Electronic Devices

- Students are **not permitted** to use a cell phone for any of the functions that it performs in school during school hours, the aftercare program hours or during any other after school activity, including field trips, or practice. If a parent chooses to have their child carry a cell phone to school, it **must be off at all times** and in the student's backpack, school bag, or locker. Any student needing to contact their parents for an emergency during the course of the school day and extended day should do so from the school office. During an evening practice/activity, emergency phone calls should be made under the supervision of the teacher, coach or adult supervising the activity or event.
- The use of personal iPads, notebooks, laptops, games, iPods, music devices, Apple watches (or similar function watches) and other electronic devices is not permitted in school during school hours, the aftercare program hours and/or any other after school practice or school activity where the student is an active participant.
- Students are not permitted to use their phones during dismissal. Please make arrangements for the pick up of your child and communicate these plans to your child in advance of the school day. Should a situation arise that will result in a change to these plans (e.g., delayed pick up, alternate person picking up child, etc.) please contact the school and this information will be relayed to your child.

The above policies are in place to protect our students' privacy and safety; therefore, it is important that all students adhere to them. There will be strong disciplinary action for students not following the school's Cell Phone and Electronic Device Policy. If a cell phone or electronic device is confiscated as part of disciplinary action, St. Cassian School is not responsible for any loss or damage to the device incurred in the process.

We expect all students to comply with the above policy throughout the entire school year whenever remote learning is in session. If for some reason a student is experiencing technical difficulty, the teacher should be notified immediately. It is expected that parents/guardians will work in collaboration with school staff to enforce the above policy, thereby assisting in the protection of all of our students' privacy and safety in addition to supporting each student in maintaining proper focus in class and attention to their studies during remote learning. **Ongoing disregard of the school's Remote Learning Technology Policy will result in strong disciplinary action and may affect the personal development grades of the student report card.**

III. School Chromebook & Electronic Device Use Policy (ALL Grades)

St. Cassian School provides a Chromebook (Grades 3-8) or an iPad (Grades Pre-K-2) to each student for their personal academic use during school hours. In order for the deployment of these electronic devices to be successful and for students to fully benefit from the unique learning opportunities they will provide, students must be cognizant of their responsibility to care appropriately for the devices and acknowledge the safe use of its functions.

- The school's service contract will cover any functional problems that may arise with the Chromebooks and iPads; however, parents/students will be responsible for the cost of replacing the device due to physical or functional damage caused by the mishandling or dropping of a device.
- It is the student's responsibility to place the Chromebook in a protective sleeve or leave the iPad in its case, at all times, except when the device is charging.
- Students must adhere to the Archdiocese of Newark and St. Cassian School Internet Use Policy. The assigned device is only for school-related academic activity.

IV. Social Media Policy

St. Cassian School works to protect the confidentiality rights of all students. The Child Protection Act of 2012 (CPA) was designed to protect personally identifiable information of minors. St. Cassian School adheres to this law in its attempt to protect the privacy rights of all students. As a result, students and the parents of students enrolled at St. Cassian School are forbidden from posting photographs taken at school sponsored events (e.g., games, dances, concerts, recitals, field trips, etc.) that include the images of students other than themselves/their own child(ren) on their personal Facebook®, Instagram®, SnapChat® or any social media page, which may include students or the students of parents who post such content may be separated from St. Cassian School.

Furthermore, photos, captions, or content on a student or parent's social media account(s) that depict the school, the faculty, other students, other parents, or the parish in a defamatory way may result in disciplinary action.

CONTROLLED OR DANGEROUS SUBSTANCE POLICY

*** Use, Possession, and Distribution of Controlled Dangerous Substances**

Definitions:

Controlled Dangerous Substances are defined in sections I through V of the NJ Criminal Code. They include but are not limited to marijuana, heroin and anabolic steroids. The term controlled dangerous substance shall also include alcohol

Under the Influence: A student is judged to be under the influence whenever she/he exhibits physical or physiological symptoms (including but not limited to unsteady walk, dilated pupils, slurred speech, erratic or uncharacteristic emotional reactions) which are commonly associated with the use of controlled dangerous substances.

Possession is defined as knowingly or purposely obtaining or possessing, actively or *constructively, a controlled dangerous substance or drug paraphernalia:

- a) on or off school property;
- b) on the person;
- c) in an accessory (including but not limited to purse, book bag, gym bag or knapsack);
- d) in a locker or desk; and
- e) in a privately or school-owned vehicle.

*Constructive possession refers to a student who intends or has the capacity to exercise control over the drug/paraphernalia even if she/he does not have physical possession of the item. For example, who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution is defined as sharing, selling or dispensing a controlled dangerous substance

- a) on or off school property;
- b) with or without receiving payment; and
- c) to individuals enrolled or not enrolled in the school.

Possession with Intent to Distribute applies regardless of whether or not a student intended

- a) to receive payment;
- b) to distribute the controlled dangerous substance to an individual enrolled or not enrolled in the school, and
- c) to distribute the controlled dangerous substance on or off school property.

CONTROLLED OR DANGEROUS SUBSTANCE POLICY CONTINUED

Policy: Controlled or Dangerous Substance

- 1) A student shall be considered in violation of school policy if she/he is observed
 - a) to be under the influence,
 - b) in possession,
 - c) engaged in distribution, or
 - d) have possession of a controlled dangerous substance.

- 2) Such a student shall be subject to the following provisions and to the general discipline policy stated in this Handbook.
 - a) When a student is identified as being “under the influence” or “in possession” of a controlled dangerous substance, the Principal MAY refer the matter to local law enforcement officials.

 - b) When a student is identified as “distributing” or “in possession with intent to distribute” a controlled dangerous substance, the Principal MUST refer the matter to local law enforcement officials.

- 3) A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The student and parents/guardians shall be given a reasonable opportunity to respond to the allegation as quickly as possible.

- 4) If the Principal determines that there
 - a) was no violation of policy, the student will be permitted to return to school.

 - b) was violation of policy, the Principal may discipline the student according to the general discipline policy stated in this Handbook up to and including expulsion.

- 5) The Principal may require the student to participate in an appropriate treatment or counseling program as a condition of the student’s eventual return to the school.

- 6) When violation of this policy involves “distribution” or “possession with intent to distribute”, the discipline imposed will normally be expulsion.

Sports Academic Behavioral Policy

All students participating in any extra-curricular activity at St. Cassian School must follow the St. Cassian Academic Behavioral Policy. This policy states that any student that gets a 'U' in any regular subject or special subject (art, music, Spanish, gym) or on the personal development part of the report card, will be suspended immediately from the team for a minimum of 2 weeks. Two weeks later a re-evaluation on the students' progress will be made by the teachers and Principal. If the teacher feels the student has made progress he/she will be back on the team. In addition, if a student gets 'I's on the personal development part of the report card in 2 or more subjects, he/she will be put on probation for 2 weeks. This means that the student may still participate in said extra-curricular activity but will be evaluated after 2 weeks. If the teacher feels there is no considerable improvement the student will be removed from the activity until further notice. If there is considerable improvement the student will be taken off probation. Please let it be known that the administration and teacher reserve the right to suspend or exclude anyone from the activity at any time for poor behavior or academic failure.

School Policy on Bullying, Harassment and Intimidation

Saint Cassian School, as part of its mission as a Catholic school, recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including in-person or , harassment, and intimidation by any student, faculty member, staff or volunteer are prohibited. These behaviors disrupt a student's ability to learn and the school's ability to educate the students. They are counter to the philosophy of Saint Cassian School as a caring Christian community formed to proclaim and live the gospel of Jesus Christ.

AGREEMENT FOR STUDENT ENROLLMENT

All parents and guardians (herein “parents”) who believe that a Catholic School is a proper educational and religious environment for their child, and would like their child to attend a Catholic School, must adhere to the following agreement with their Catholic School:

Parents agree that the learning environment and religious nature of the school are guided by the Catechism of the Catholic Church.¹ Among other things, the Catholic Catechism states: *“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 sexual identity. (2393 Catechism of the Catholic Church.)*

Further, they acknowledge that a Catholic School looks to the recent encyclical, *Laudato Si*, wherein Pope Francis stated *“Our body itself establishes us in a direct relationship with the environment and with other living beings,” and that “learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology.”* *“Valuing one’s own body in its femininity or masculinity is necessary if I am going to be able to recognize myself in an encounter with someone who is different. In this way, we can joyfully accept the specific gifts of another man or woman, the work of God the Creator, and find mutual enrichment.”*

If serious concerns arise as to a student’s and/or parent’s position or action(s) with respect to the tenets of the Catholic faith, then parents will be counseled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that the child(ren) will be expelled from the Catholic school.

Parents understand and acknowledge that prior enrollment in a Catholic School does not establish a precedent for further schooling by Catholic School nor constitute a guarantee of placement for subsequent years.

Parents agree to share with the Principal and classroom teacher(s), in writing if requested, professional recommendations and/or treatment reports regarding their child’s medical, psychological and/or social situation.

Parents understand and acknowledge that the policy and doctrine of Catholic Schools are firmly rooted in the Catholic Faith. Accordingly, parents acknowledge and agree that in the case of disagreement as to parents’ or students’ obligations hereunder, or regarding the tenets of the Catholic Church, the matter will be presented to the Archbishop or his designee for interpretation and/or decision. Any decision of the Archbishop or his designee shall be final, conclusive and binding.

¹ The Catechism of the Catholic Church can be found at the website for the United States Catholic Conference of Bishops: www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/



St. Cassian School

*National Blue Ribbon Exemplary High Performing School
Accredited by the Middle States Association of Colleges and School*



*Mrs. Maria Llanes, Principal
190 Lorraine Avenue
Upper Montclair, New Jersey 07043*

*Telephone (973) 746-1636
Fax (973) 746-3271
Email: mllanes@stcassianschool.org*

Dear Parents and Students:

Please place appropriate signatures in the spaces provided and return the Acknowledgement and Receipt Form along with all the documents that follow to homeroom teachers no later than Monday, September 10th.

ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

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

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

(Name of student) (Please print)

(Signature of parent/guardian)

(Signature of student)

(Date)

STUDENTS AND PARENTS MUST BOTH SIGN AND RETURN THIS SHEET



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CONTRACT GOVERNING APPROPRIATE BEHAVIOR

1. I will display respectful behavior towards all teachers and administrators throughout the school.
2. I will conduct myself with my peers in an appropriate fashion and demonstrate kindness throughout the school day on a regular basis.
3. I will be fully familiar with all rules and regulations at St. Cassian School and will abide by all of them.
4. I will demonstrate a positive attitude towards my academic responsibilities.
5. I will not engage in any acts of a violent or destructive nature.

Failure to fulfill the conditions of this contract may result in suspension or exclusion.

Student

Date

Parent/Guardian

Date

Please sign and return this form to school no later than the first day of In School instruction or, if partaking in the 100% remote learning instructional option, please mail your completed form so that it is received by Monday, September 11th, 2023

STUDENTS AND PARENTS MUST BOTH SIGN AND RETURN THIS SHEET.



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PHOTO/MEDIA RELEASE

Dear Parents,

By enrolling my child (_____) at St. Cassian School, a Catholic school in the Archdiocese of Newark, I understand that my child will be photographed and/or audio/video-recorded at various events throughout the year by St. Cassian School.

I agree that the Archdiocese of Newark and St. Cassian School have the right and permission to use and publish such media — which may include voice, city/state of residence, and/or photograph — for any purpose in any format, online and/or offline, now and hereafter without further compensation, permission, or notification.

I understand that all official recordings and photographs from the event are the exclusive property of the Archdiocese of Newark and St. Cassian School, and I do not ask for nor expect compensation or notification of the use of official recordings and photographs in which my child appears or speaks.

Please fill out the bottom portion and return it to the school office no later than Monday, September 11, 2023.

PHOTO/NAME RELEASE PERMISSION FORM

STUDENT'S NAME _____

GRADE _____

Please Check One:

_____ I give my permission for Saint Cassian School to release my child's photo and/ or name to the news media and our website, and Facebook page.

_____ I give permission to release the photo, but NO NAME.

_____ I do NOT want my child's name or photo used.

Signature of Parent/Guardian

Date



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APPROPRIATE USE OF TECHNOLOGY POLICY

The **Appropriate Use of Technology Policy** includes all school policies governing the use of technology by students within the school building and during remote learning. In particular, the Appropriate Use of Technology Policy governs student use of the school telephone/ cell phone, personal cell phones and other electronic devices while in school, technology during remote learning, school Chromebooks, and the school's social media policy.

To acknowledge receipt of and agreement to adherence of the Appropriate Technology Policy, please initial each pertinent section listed below:

- _____ I. School Telephone/ Cell Phone Usage Policy
- _____ II. In School Policy on Personal Cell Phones and Other Electronic Devices
- _____ III. Remote Learning Technology Policy
- _____ V. Social Media Policy
- _____ IV. School Chromebook & Electronic Device Use Policy*

*Please note that this form must be signed and returned to school in order to be assigned a Chromebook or Electronic device.

Please initial, sign and return this form to school no later than the first day of In School instruction or, if partaking in the 100% remote learning instructional option, please mail your completed form so that it is received by Monday, September 11th, 2023.

Student Name (print first and last name) _____

Student Signature (3rd -8th Grade): _____ Grade: _____

Parent's Signature: _____ Date: _____

STUDENTS IN GR. 3 THROUGH 8 AND PARENTS MUST SIGN AND RETURN THIS SHEET



St. Cassian School

*National Blue Ribbon Exemplary High Performing School
Accredited by the Middle States Association of Colleges and School*



*Mrs. Maria Llanes, Principal
190 Lorraine Avenue
Upper Montclair, New Jersey 07043*

*Telephone (973) 746-1636
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Email: millanes@stcassianschool.org*

PARENT PERMISSION FOR WALKING TRIPS

Dear Parent of Legal Guardian,

On occasion, teachers take students outside for walks in order to enhance the educational learning experience. In order for your son/ daughter to be eligible to participate in a school-sponsored walking trip to a location near the school building, please sign this release to give blanket authorization to leave the building with a teacher for short educational experiences throughout the year. All short excursions will be with consent of the administration.

If you would like your child to participate in the event, please complete, sign, and return the following statement on consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions by the named student.

I hereby request participation by my child (name) _____ in _____ grade for the event described above. I understand that this event will take place away from the school grounds and that my child will be under the supervision of the designated school employee or volunteer on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

(Print Parent/ Guardian)

(Signature Parent/Guardian)

(Date)



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CODE OF CONDUCT COVERING PARENTS/GUARDIANS AND FAMILIES

Students can best receive a quality, faith-based education if parents/guardians and school personnel work together. As our mission statement reminds us, ***St. Cassian School*** strives to maintain an atmosphere of love and Catholic Christian values with many opportunities offered for integrating learning and life based on the Gospel. As critical members of the school community, parents/guardians are not only examples for their own children but are role models for our students preparing to take their place as faith-filled stewards in the Church and world. ***St. Cassian School*** expects parents/guardians to conduct themselves in school-related interactions in a way that honors the Catholic Christian values promoted at our school.

Parents/guardians as well as other family members are expected to comply with all school rules and policies, and to accept and support the authority of school personnel, whether it be at school events, on or off school campus, on social media, or in other public forums. Parents/guardians are responsible for ensuring that other family members abide by all applicable rules and policies, including this Code of Conduct.

As an express condition of enrollment, parents/guardians shall follow standards of conduct that are consistent with the Catholic Christian values, as determined by the school in its discretion. These standards of conduct, include, but are not limited to:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, defamatory, or divisive.
- Parents/guardians are expected to always conduct themselves in a respectful and non-disruptive manner when interacting with, or communicating about, school personnel, other parents/guardians and their family members, and students.
- Parents/guardians must be respectful of privacy concerns when communicating about other students, and be careful to not disclose personal, academic or medical information to others when doing so is not authorized or otherwise appropriate.

These standards and expectations apply to all school-sponsored programs and events (e.g., drop off/pick up, extended care, athletics, and field trips). Compliance with these standards and expectations is determined by the school's administration in its sole discretion.

St. Cassian School views the education of a student as a partnership between the parents/guardians and the school. While **St. Cassian School** relies in good faith on the ability of parents/guardians to cooperate with school personnel, rules, policies, and programs, the school reserves the right to refuse admission or entry to school grounds or activities to parents/guardians who have demonstrated an inability to do so. Should this occur, parents/guardians and family members may be asked to leave school grounds or activities at the sole discretion of the school's administration. Further, if **St. Cassian School** determines that a parent/guardian has engaged in conduct that does or could cause significant disruption, disturbance, or disorder, the parent/guardian or family members may be requested to leave the premises. Examples of such conduct include, but are not limited to, persistently and overtly refusing to cooperate with school personnel, rules, policies, or programs; seriously interfering in matters of school administration or discipline; or seeking to use the school community as a platform to advance an agenda contrary to the school's mission.

Just as a parent/guardian can withdraw a child from the school if desired, the school has the right to un-enroll a student if it determines at its discretion that the partnership between the family and the school is broken or cannot be maintained. In some rare instances, circumstances may call for corrective or remedial action, leading up to and including requiring parents/guardians to withdraw their child. The school reserves the right to determine, in its discretion, when conduct is severe enough to warrant immediate action without warning or without an intermediate step short of withdrawal.

PARENT/GUARDIAN ACKNOWLEDGEMENT:

As a parent/guardian of an enrolled student at St. Cassian School, I have read, understand, and agree to abide by the Code of Conduct Covering Parents/Guardians and Families.

PRINT NAME

SIGNATURE

DATE

Emergency Contact and Medical Information for a Child

Grade: M F

Child's Name

Date of Birth

Sex

EMAIL ADDRESS: _____

Parent's/Guardian's Name

Parent's/Guardian's Name

Home Work

Home Work

Cell Phone: ()

Cell Phone: ()

Address

Address

City, ST ZIP Code

City, ST ZIP Code

Alternative Emergency Contacts

Primary Emergency Contact Relationship

Secondary Emergency Contact Relationship

Home Work Phone

Home Phone Work

Cell ()

Cell ()

Address

Address

City, ST ZIP Code

City, ST ZIP Code

Medical Information

Physician's Name

Phone Number

Allergies/Special Health Considerations

Parent's/Guardian's Signature

Date

***PLEASE PROVIDE INFORMATION FOR CENSUS:**

RELIGION:

___ Catholic ___ Non-Catholic Christian ___ Non-Christian ___ Unknown

RACE:

___ White ___ Native American ___ Asian ___ Black ___ Native Hawaiian/Pacific ___ Two or More ___ Unknown

Ethnicity:

___ Hispanic ___ Non-Hispanic



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September 2023

Dear Parents/ Guardians,

All students in grades one through seven should be picked up at the end of the school day by a parent or a designated adult. If you would like for someone other than the designated adult/s listed below to pick up your child, please provide prior notice to the office.

Students in 8th grade may leave the school on their own **only with a signed permission** by their parent/ guardian.

Thank you for your cooperation as we keep our students' safety in mind.

Please complete the following:

Student's Name: _____ Grade: _____

_____ I pick up my child every day after school.

_____ my child is picked up by a designated adult after school.

Please list the persons that may pick up your child and the relationship to your child:

Eighth Grade only:

My child, _____, has my permission to walk home by himself/ herself after school.

Parent's Name (Please Print) _____

Parent's signature _____ Date: _____

Important: Students in 8th grade need to have the above form signed in order to continue walking home beginning Monday, September 11, 2023.



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Saint Cassian School Uniform Requirements 2023-24

The wearing of the St. Cassian uniform should always reflect good grooming, safety, and modesty. It is expected that all students comply fully with the uniform policy.

We realize that sometimes a temporary non-compliance is unavoidable, so courtesy reminders will be sent home when a student is not in compliance with the uniform policy; However, long-term or repeated non-compliance will carry disciplinary action. The following procedure will be followed:

1st Reminder - An email notification is sent to parents indicating non-compliance, The email will request a parental response indicating an expected compliance date.

2nd Reminder- Parents are notified that the student is still in non-compliance with the uniform policy. In some instances, the parent may be asked to come to school to bring a change of clothes or to pick up the student.

3rd Offense - The third communication will assign a detention date and relay notice of omission from the Honor Roll, Principal's List, and/or National Honor Society.

Official Uniform Provider: Lobel's Uniform Outfitter and Flynn and O'Hara

BASIC OR WINTER UNIFORM (acceptable all year):

Girls -Grades K-4

A) Jumper (**must be no more than 1 inch from knee or below**); long or short sleeve blouse (light blue), tie; blue knee socks or:

B) Navy slacks; long or short sleeve blouse (blue) or short sleeve knit Shirt (blue - with logo)

Navy vest, V-neck pullover sweater, or cardigan with the school logo must be worn when wearing the pants

Blue socks

Mary Jane style shoes in black

No hair dye in unnatural colors

Girls -Grades 5-8

A) Plaid kilt (**must be no more than 1 inch from knee or below**); long or short sleeve knit shirt. Please note that slacks may be worn by girls in grades 1-4 only.

(Blue with logo), with or without banded bottom

Navy knee-high socks, (no tennis or golf socks), navy tights;

Navy vest, V-neck pullover sweater or cardigan with school logo (Every student **MUST** have one of the sweater options with the winter uniform)

Girls' headbands and hair accessories should be navy blue, black, hunter green or the school plaid pattern.

No hair dye in unnatural colors

Girls All grades:

Single earrings may be worn only on the ear lobes.

No dangling earrings

Skirts may not be rolled

No make-up, no ostentatious jewelry, no extraordinary hairstyles or dyes (natural hair colors only)

Mary Jane style shoe - black leather only

No clogs, sneakers (except gym day) sandals, boots, or work boots

Skirts must be worn no more than 1' above the knee.

Boys Grades K-5

A) Blue knit short or long sleeve shirt (with logo);

Navy blue twill uniform trousers;

Navy pullover sweater, vest, or cardigan with school logo (Every student **MUST** wear one of the sweater options)

Hair must be cut above the collar - no extraordinary styles or dyes (natural hair colors only)

Closed oxford dress shoe or loafer- black leather (the sole must also be black) (**NO SNEAKERS**)

Navy socks

Grades 6-8

Blue short or long (1 Inch above the knee)sleeve dress shirt

School uniform striped fashion tie

Navy V-neck pullover sweater, vest, or cardigan with the school logo- Every student must wear one of the sweater options

Navy blue twill uniform trousers

Oxford dress shoe or loafer- black leather (the sole must also be black)

No clogs, sneakers (except gym day) sandals, boots or work boots

No tennis or golf socks

Hair must be cut above the collar - no extraordinary styles or dyes (natural hair colors only)

Please note that students may only wear a school uniform sweater or vest. No other

Sweater, jacket or vest may be worn over the uniform shirt.

SUMMER UNIFORM (Optional)

Girls' Uniform (all grades)

Navy skort (1 inch above knee) with blue short sleeve knit shirt - with logo

(With or without banded bottom)

Mary Jane style shoes (black leather- same as for winter uniform)

No sneakers of any kind may be worn

No sandals or clogs

Any blue socks, visible over shoe

Girls' headbands and hair accessories should be navy blue, black, or white.

Boys' Uniform (all grades)

Navy shorts or slacks with blue short sleeve knit shirt (with logo)

(With or without banded bottom)

Oxford dress shoe or loafer- black leather (the sole must also be black)

No sneakers of any kind may be worn (NO SNEAKERS)

Blue socks must be visible above shoe

Gym Uniform- All Grades (Except Kindergarten)

Warm-up Gym Suit

T-shirt with school logo

Mesh Gym Shorts (optional) - Grades 4 -8 must wear them under the warm-up suit during the school day while not in gym class

All students must wear the jacket that goes with the warm-up/jogging suit.

Optional Summer Uniforms: September 6 - October 20

May 1– end of year

Winter Uniforms: Beginning October 23 through April 30