

ST. FRANCIS OF ASSISI SCHOOL

One Father Hayes Drive

Haskell, New Jersey 07420

(973) 835-3268 - Fax: (973)616-7644

Email: principal@sfashaskell.org or mdietz@sfashaskell.org

MISSION STATEMENT

St. Francis of Assisi School strives to build on the foundations of our Catholic faith and values that were rooted in the home and foster an environment of love, friendship, care and discipline. We will empower our students with the tools of knowledge, leadership and community service so that they may achieve their future goals.

Revised 2008

PHILOSOPHY

PURPOSE

St. Francis School is a Catholic elementary parish school, which in cooperation with parents, exists to create Christian experiences for students by developing their social, physical, spiritual, and intellectual natures. By placing special emphasis on fundamental skills, combined with faith experiences, Catholic values are formed.

Governed by the mandate “to teach as Jesus did”, we recognize the importance of Catholic education as one of the fullest ways of continuing the ministry of Christ. Having accepted this calling, we strive to make our children’s faith living, conscious, and active through the light of instruction.

It is our aim to develop a school whose total design integrates the principles of our faith with the whole of living and learning. As we instruct our students in the basics of knowledge, we strive to enable them to choose with Christian insight, to appreciate their democratic heritage, and to understand the value of learning as a channel by which they may see their role in society and the Church.

Revised 2009

GOALS

Based on the philosophy of St. Francis Elementary School, the following are our goals:

1. To incorporate activities into each area of learning which prepare the children to make good choices in our changing world
2. To utilize instructional techniques which foster creative and critical writing
3. To provide the children with an opportunity to assume responsibility in planning, carrying out and evaluating their own learning activities
4. To provide opportunities for the children to develop positive attitudes toward work and the use of leisure time
5. To establish an atmosphere for independent thinking which will assist the children in developing a code for proper values and standards
6. To encourage the children to communicate effectively through their improvement in oral and written expression
7. To identify the learning problems of individual pupils and attempt to develop the proper learning program for these children

OBJECTIVES

PHYSICALLY

1. To foster an understanding of the concept that the body is the temporary shelter for the soul, and we are to respect this in others and ourselves
2. To provide for the development of motor skills and coordination
3. To encourage involvement in physical activities
4. To become aware of good safety practices

EMOTIONALLY

1. To provide an opportunity to function independently, assume responsibility, make choices, and participate in making decisions
2. To develop an appreciation of the sensitivity of others

3. To contribute to the happiness of the individual child by providing an atmosphere wherein he can develop completely as a person

SPIRITUALLY

1. To foster a belief in God
2. To become aware of Christ's values
3. To increase the awareness and appreciation of God's gifts in our everyday life
4. To develop a love of Christ and a desire to live according to His teachings
5. To develop an interest in our Christian heritage through the Bible
6. To provide the basics for good Christian living in relation to his fellow man
7. To aim to teach the fundamental truths of our Catholic religion
8. To foster an awareness of their obligations to be active participants in the faith community
9. To provide opportunities for active participation in liturgical celebrations

INTELLECTUALLY

1. To provide an atmosphere in which the child is eager to learn and willing to participate in all learning experiences
2. To instruct each child in achievable skills in order to develop his confidence and capabilities
3. To offer realistic goals to the child whose potential is limited and to challenge the gifted child to greater achievements
4. To encourage each child to progress to a level of independence and self-motivation

CULTURALLY

1. To develop an interest in the fine arts
2. To provide an exposure of music and art through the use of multi-media
3. To develop an appreciation of their own heritage
4. To foster an appreciation of the contributions of ethnic groups other than their own

SOCIALLY

1. To encourage an acceptance of themselves as individuals with unique characteristics
2. To develop in the children a respect for others as individuals, made in the image of God
3. To provide an atmosphere in which a positive self-image can develop
4. To encourage children to participate in community programs

REGISTRATION/RE-REGISTRATION

To register for Pre-K 3, Pre-K 4 and Kindergarten, a child must be of proper age by October 1st. At the time of registration parents/guardians must present a copy of the following:

- a. Birth Certificate
- b. Baptismal Certificate
- c. Documentation of the child's immunizations

According to the New Jersey Department of Health, no child may be admitted to school without verification of the proper immunizations.

At the time of registration/re-registration, a registration fee must be paid. **This fee is non-refundable.**

Health records must be received by the first day of school. No child will be allowed in school until this information is received.

ADMISSION

An appointment must be made with the Principal for any new students seeking admission to St. Francis School. At the time of the interview, the following must be presented:

- a. Copy of past report cards/Achievement Test Scores
- b. Other pertinent academic information

All transfer students will be accepted on a 30-day probationary period.

All necessary health and academic records must be in the Principal's office before starting classes.

OFFICE HOURS

The school office is open from 7:30 A.M. to 3:30 P.M. Monday to Friday. Any parent wishing to speak to a teacher is asked to call the office to make an appointment. Parents wishing to speak with the Principal are also asked to arrange an appointment beforehand by calling the office.

For the safety of our children, anyone who visits the school must report to the office and get a visitor's pass before going to any part of the school building. During school hours parents/guardians are not to walk down the halls or into their child's classroom without an appointment. Parents/Guardians are asked not to confer with a teacher at any time while school is in session or when students are in a classroom.

PARKING REGULATIONS

Normal morning drop off is as follows:

Parents may drive through the rectory parking lot (**Ringwood Avenue**), drop children off at the front door, **and** exit onto Father Hayes Drive.

Dismissal pick up is as follows:

Parents who pick up children by car are asked to park in the Church lots on either side of the Church. Afternoon driving into the parking lot directly outside classroom doors causes an unsafe situation since it is impossible for a driver to watch out for so many children entering or leaving the building at once. Under no circumstances should anyone drive or park in the lot between the Church and school. This is for the SAFETY of our children.

It is also prohibited to drop off or pick up children on Father Hayes Drive. The Police Department has advised us that, for your child's safety and the safety of the other children, **only the Church lots should be used.**

For those walking to and from school, crossing guard protection is provided by the Wanaque Police Department. Please instruct your children to practice good safety habits by being cooperative and courteous to the crossing guards.

ARRIVAL/SUPERVISION

Students are supervised on the school premises from 8:10 A.M. to 2:55 P.M. on a regular basis. Supervision on a minimum day is from 8:10 A.M. to 12:15 P.M. Any student who is detained by a staff member on any given day will be supervised by that staff member after parents have been notified.

The administration and faculty bear no responsibility for students who arrive on school premises before 8:10 A.M. or who remain after 3:00 P.M. on a regular day and 12:15 P.M. on a minimum day unless they are in the Daycare Program

Children who register in the Before and After School Program are supervised in an assigned classroom from 7:00 to 8:10 A.M. and/or 3:00 to 6:00 P.M. on regular days, 12:15 to 6:00 P.M. on minimum days.

CALENDAR

An annual calendar will be issued to families before the opening of the school year. The monthly calendar, carried home by the student, is designed to facilitate better communications between the home and the school. On it one will find pertinent information regarding the student and his school activities for the coming month.

IMPORTANT SCHOOL NOTICES WILL BE ATTACHED TO THE CALENDAR EACH MONTH.

SCHOOL HOURS

Grades Kindergarten - 8th

Arrival	8:10 A.M.	Kindergarten Dismissal	2:45 P.M.
Morning Announcements	8:25 A.M.	Grades 1 st – 8 th Dismissal	2:55 P.M.
Classes begin	8:30 A.M.	Minimum Day Dismissal	12:15 P.M.

Late Slip required after 8:20 A.M.

Pre-K 3 and Pre-K 4

Half-Day Session	9:00 A.M.	Dismissal	11:30 A.M.
Full-Day Session	9:00 A.M.	Dismissal	2:45 P.M.

Extended care is provided to the Pre-Kindergarten children. Extended Pre-K begins at 7:00 A.M. until start of school at 9:00 A.M. and in the afternoons for full-time students to 6:00 P.M.

ATTENDANCE

The attendance policy adopted by St. Francis School is based on that of our local school district which is as follows: the maximum number of absences permitted is twenty (20). All absences will be counted. It is the intention of this policy that the permitted number of absences will provide for normal illnesses.

If your child is going to be absent, a parent must call the office **no later** than 8:30 a.m. On the first day a child returns to school, he/she must bring a note of explanation from the parent or guardian giving the child's name, grade, the date, and the reason for the absence.

If a child is out of school due to a communicable disease, a doctor's certificate is needed for re-entrance into the school.

Students are required to complete all work assigned during an absence of any length. Arrangements to make up work may be initiated by student, parent, or guardian.

TARDINESS

Any child who is not in class by **8:20 A.M.** is considered tardy. A student who arrives late is to report to the office for a late pass. Please take into consideration your child and his/her classmates; it is very disruptive to everyone when a child is late. Excessive tardiness will warrant a phone call to the parents.

APPOINTMENTS

Doctor, dentist, and other appointments should not be made during school hours. However, when this is unavoidable, or when an emergency should occur, the child must be picked up by an adult and signed out at the school office. No child will be permitted to leave the building unaccompanied by an adult, or without an approved written request stating the reason for early dismissal.

HEALTH SERVICES

Health services are provided by the State of New Jersey through the Wanaque Board of Education. The school nurse is on duty daily at St. Francis School.

Screenings, such as vision, hearing, height and weight are done on each child in accordance with the New Jersey State Regulations. When an abnormal screening result is obtained, a referral form is sent home. The form must be taken to the appropriate doctor and, when completed, returned to the school. It is important that these forms be returned within a reasonable time period in order for the student's health record to be complete.

The school may not give first aid for any major injury or illness. Pupils who become ill or injured will be sent home according to the following procedure:

- a. Minor injuries will be treated by the school nurse. These are injuries that require a simple ice pack or bandage.
- b. Parents will be contacted and advised of the illness or injury.
- c. Parents will arrange for necessary transportation.

For the sake of your child's health and the protection of others, your child should stay home if he/she is ill. Do not send your child to school if he/she has fever, vomiting, diarrhea, a contagious illness, or is not feeling well.

MEDICATION

It is recommended that the taking of medications during school hours be restricted. If a child is required to take any medication (prescription or over the counter) during school hours, written instructions by both the parent and physician are necessary. These instructions shall include the child's name, the name of the medication, purpose of the medication, time to be administered, dosage, possible side effects, and length of time the medication is to be administered.

The school does not stock medications. They must be sent to school in the original, labeled container. This will be kept in the health office and any unused medication will be returned at the end of the school year. Approved life-saving medications are allowed to be carried on the student only when authorized by the physician and with the knowledge of the school nurse.

The parents of the child are responsible for informing the school nurse of any change in the child's health or a change in medication.

IMMUNIZATION

All students must be in compliance with the immunization regulations of the State of New Jersey. Parents should provide the school nurse with documentation of the child's immunizations at the time of registration. The school nurse will review your child's record and you will be notified if he/she is in need of further immunizations. After a grace period, children without proper immunizations cannot be allowed to remain in school.

There are no religious exemptions granted at any Catholic school in the Diocese of Paterson. A medical exemption is granted only when a note is received from a practicing M.D. or D.O.

Parents are requested to provide the nurse with documentation whenever any additional immunizations are received so that these can be recorded on the child's health record.

A Mantoux test (TB) is required for all new students transferring from out of state, out of country, or from a district within New Jersey that is high risk.

PHYSICAL EXAMS

Pre-K, Kindergarten, and all new students are required to have a physical exam no more than six months prior to their entrance into school. The school nurse will provide the form. Frequent health checkups are important, and it is recommended that students have an examination at least once during each of the developmental stages: these coincide approximately with Kindergarten, Grade 3, and Grade 6. Please request that a report be sent to the school anytime that your child has a physical exam so that it can be entered on the permanent record.

SCHOOL UNIFORMS

ATTIRE

Flynn & O'Hara at 329 Rt. 46 East, Parsippany, NJ 07054 carries the complete uniform for boys and girls. All children in grades Kindergarten through eight are expected to be in uniform from the first day of school in September. If you order in time, there is no reason for your child to appear without a proper uniform. The Dress Code will be enforced.

GIRLS

K – 4 Blue plaid jumper

5 – 8 Blue plaid skirt and solid navy vest or sweater

ALL Blouse: white or power blue (long or short sleeve)

Socks: solid white or navy. Knee high socks and tights are acceptable. Socks below ankle and stockings are not permitted.

Shoes: dark (black, navy) shoes with tie or buckles and must have a rubber sole and heel.

Sweater: solid navy pullover or cardigan

Hair Style: Fad hairstyles not permitted. Hair should be away from face.

Jewelry & make-up are not permitted.

Small earrings for pierced ears are acceptable. Wristwatches are permitted in grades 4 – 8 only. Nail polish is only permitted in light shades of pink, no dark colors are allowed.

NOTE: From September to October 1st and May 1st to June navy blue dress uniform shorts or skorts (summer uniform) are allowed. From October 1st through April 30th navy dress pants are allowed.

BOYS

K – 8 Navy blue slacks with a belt (not jeans)

Shirts: Grades K – 8

White or powder blue knit shirts (long or short sleeves)

Socks: Crew socks only ~ no socks below ankle

Shoes: Black oxfords or plain walking shoes with ties or Velcro strap

Hair: No fad hairstyles ~ hair should be no longer than collar length

Jewelry: No jewelry permitted, no chains, earrings, etc. Wristwatch permitted in grades 4 – 8 only.

NOTE: Navy blue dress uniform shorts are allowed from September to October 1st and May 1st to June.

PLEASE NOTE CAREFULLY:

1. Shoes must be dark blue or black, no platform shoes, boots or boot type shoes. Black walking shoes with **no** colors (including white stripe) are permitted.
2. Crew socks must be worn by all boys. Ankle length, knee highs and/or tights must be worn by all girls.
3. Boys' shirts **must** be tucked into pants at all times and **boys must wear a belt**. Girls' blouses must be tucked into skirt or jumper at all times.
4. No faded blue (grayish blue looking pants) are permitted. Our color is navy blue in dress pants.

PLEASE READ ALL THE ABOVE INFORMATION VERY CAREFULLY BEFORE PURCHASING ANY SCHOOL UNIFORM AND SHOES.

GYM UNIFORM

- ALL
1. Navy blue sweatshirts and sweatpants
 2. T-shirts and shorts are allowed from September to October 1st and from May 1st to June.
 3. T-shirts and sweatshirts must have St. Francis' logo.
 4. Sneakers and white crew socks are worn on gym day only.
 5. Sneakers **must** be tied.

NO JEWELRY PERMITTED AT ALL ON GYM DAY

SCOUT UNIFORMS

All scout uniforms are permitted on day of scout meetings.

GROOMING AND NEATNESS

Proper grooming and neatness is a part of our Educational System. Our students wear uniforms in order to help achieve the above mentioned. Proper hygiene is also essential. Proper care of the body through daily bathing, frequent washing of hair and, where applicable, the use of deodorant is an absolute necessity. Hair should be neatly groomed and cut. Boys' hair should end where the neck meets the top of the shirt collar and "tails" are not permitted. Girls' hair should always be combed neatly and where possible pulled back away from the face and eyes. Children come to school to receive an education. Hygiene and grooming is part of learning!

EMERGENCY SCHOOL CLOSINGS

If school is closed due to inclement weather, you will be notified by the Honeywell Instant Alert System. Therefore, it is important to keep the school informed of a change in your telephone number and to update information to Honeywell profile.

DELAYED OPENING

In the event of a delayed opening, the following schedule will be used:

- a. Bus pickup for children is 1 ½ hours after usual pick-up time
- b. 9:00 A.M. staff arrival
- c. Student arrival between 9:20 to 9:40 A.M.
- d. **No before school daycare on delayed opening days**

If for some extraordinary reason, school must be dismissed before the regular hour, parents will be notified by telephone relays by the class mothers.

EMERGENCY FORMS

Emergency forms are mailed out to parents during the summer. One form must be filled out for each family. All information must be completely and accurately filled in. If a child becomes ill or is hurt during school hours, parents will be contacted first. In the case of illness or serious injury, the school cannot assume any responsibility for the child without permission from the parent or guardian.

The school must be provided with an emergency address and phone number. This will enable the school office to make contact with someone in the event an emergency arises and the parent cannot be reached. The emergency form must include any medical problems and/or allergies and medications being taken.

CHANGE OF ADDRESS OR PHONE NUMBER

The school office should be notified immediately whenever there is a change in address or phone number. This also includes emergency numbers. This is essential for the safety of the child.

DAYCARE

As a service to our working parents, St. Francis School offers an extended daycare program under the supervision of our regular teaching staff. Children may be dropped off at school as early as 7:00 A.M. each morning. In the afternoon, extended daycare children are supervised from the end of the school day until 6:00 P.M.

On days of delayed openings, there is no morning daycare.

Children may come to daycare any number of days during the week. Parents will be billed weekly and payment is not to exceed a two-week period. Pre-payment is required.

Children who remain for afternoon daycare are provided with a snack, playtime, games and time for homework.

Please note that the same school rules apply, and if not adhered to, the student will not be permitted to attend daycare.

LEAVING SCHOOL GROUNDS

No student is permitted to leave the school premises at any time during the day without the written authorization of the Principal and parent/guardian.

FIELD TRIPS

The only field trips permitted are those with an educational objective.

When a trip is scheduled, parents will receive a form stating the date, purpose and supervisory provisions. Written permission will be requested for the student to participate. Signed permission slips are retained in the office for the duration of the school year.

BOOKS

Each child is required to have all books covered at all times. If any book is torn, defaced or lost, a fine will be charged.

Every child must carry books to and from school in some type of a book bag. Older children may use a book bag with wheels if guided properly, respectfully and safely. However, if your child uses the bus, our bus company does not allow book bags with wheels.

HOMEWORK

Cooperation on the part of the parents in supervising homework is imperative in the learning process. It is their responsibility to provide ample time and opportunity for the completion of assignments. The following suggestion may be helpful:

- a. Set a definite time for home study each day
- b. Make the child realize that homework is his/her responsibility and that work must be done with neatness and accuracy

- c. Be interested in each child's work, encourage greater progress, show enthusiasm for accomplishments and give steady assistance toward overcoming difficulties.
- e. Assignments must be handed in on time.
- f. White out is not allowed to be used by students.

Homework is assigned to reinforce or enrich classroom learning and to develop independence and responsibility. Expect your child to have homework on a regular basis. The amount of studied and written assignments varies with grade level.

Children on all grade levels need to see that you inquire about their assignments, hear, them and approve of their presentation.

If you find that your child is spending a great deal more time on homework than the guidelines suggest, a note or call to the teacher might be in order.

Kindergarten	~ 15 minutes daily
Grade 1	~ 15 minutes daily
Grade 2	~ 15 minutes daily
Grade 3	~ 30 minutes daily
Grade 4	~ 1 hour daily
Grade 5	~ 1 hour daily
Grade 6	~ 1 ½ hours daily
Grade 7	~ 1 ½ to 2 hours daily
Grade 8	~ 1 ½ to 2 hours daily

MAKE-UP WORK POLICY

All make-up work for days absent is the responsibility of the student. It is up to him/her to find out from the teacher what material was missed and what must be done as pertains to assignments.

If a child is going away on vacation, work will not be given ahead of time. He/she is responsible to make it up when he returns.

PROGRESS REPORTS

In the middle of the marking period, a progress report will be issued. Parents should request a conference if progress is deficient. The teacher/parent can make an appointment for conferences when needed during the year.

ACHIEVEMENT TESTS

Terra-Nova Achievement Tests are administered to the children in March for grades 2 through 7. Grade 8 takes the Coop Exam in November for high school placement.

MID-TERM AND FINAL EXAMS

Grades 4 through 8 are required to take these exams. They are administered in January and June. No student is exempt from the mid-term. Students who receive an “A” average in a subject for four marking periods as well as mid-terms are exempt from the final exam.

REPORT CARDS AND CONFERENCES

Each year report cards are distributed four times to inform parents of the academic progress and personality development of their children. Parent/Teacher conferences will be scheduled for the first marking period. These conferences enable both the parent and the teacher to come to a mutual understanding of the child, his goals, and his/her capabilities. Subsequent report cards are given directly to the student. Kindergarten students are issued report cards in January and June.

Report card envelopes are to be signed by the parent and returned to school the day after distribution. If you wish to discuss any problem, please make an appointment with the respective teacher through the school office.

Grades will be posted on Power School one week after work is graded for teachers to adequately post grades and for parents to view.

The following scale is used to determine the honor roll:

4.5	A+	97 – 100
4.0	A	93 – 96
3.5	B+	89 – 92
3.0	B	85 – 88
2.5	C+	80 – 84
2.0	C	75 – 79
1.0	D	70 – 74
	F	69 and below
	NP	No Progress

Principal’s Honor Roll	4.3
First Honors	4.0
Second Honors	3.5

SPECIAL SUBJECTS ~ Art, Computer, Music, Physical Education and Spanish:

- VG - Very Good
- G - Good
- S - Satisfactory
- I - Improvement Needed
- U - Unsatisfactory

Three detentions per marking period - no honors

“U” - off First and Second Honors

“I” and/or “U” - off Principal’s Honors

PROMOTION/GRADUATION

Students who satisfactorily complete their respective grade requirements will be promoted/graduated to the next grade level. Failure in two major subjects constitutes a retention.

Summer school will be required for those students who are deficient in major subject areas.

Retention will be considered when deemed necessary.

All financial obligations must be met prior to promotion/graduation.

PHYSICAL EDUCATION

Each class has one formal period of physical education each week. Each child must be prepared with the proper attire on that day.

No one is excused from gym class without a note from their parent/guardian. To be excused for a prolonged period of time a note from the doctor is required.

NO JEWELRY ALLOWED DURING PHYSICAL EDUCATION CLASSES

DISCIPLINE

Since the Catholic School is a unique educational institution, the spirit of Christ-like charity, respect for authority and mutual cooperation are essential. Students are expected to manifest self-discipline and act with the courtesy and respect toward their teachers and one another.

Students who choose to violate school policies, rules and regulations will be required to serve detention. Notification will be given in advance.

DETENTION

If it is necessary to detain a child for not completing a school assignment or for inappropriate conduct, parents will be notified in advance as to when this detention will be served.

SUSPENSION AND EXPULSION

Formal suspension is a serious disciplinary action taken by school authorities against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community. Suspension is a major step toward possible dismissal.

When a student's behavior warrants suspension, the Principal will inform the parents and seek their immediate cooperation in a corrective program designed to resolve the student's problems.

TRANSFERS

When a transfer is requested, the following information must be presented to the Principal:

- a. The name of the school to which the child is transferring
- b. The reason for transfer
- c. The new address, if change of residence is the reason for transfer
- d. Signing of release of record and conference forms

After all financial and school obligations have been settled on the parts of both parents and the school, the Principal will provide the parent with a copy of the health record card.

The student's records will be forwarded to the new school by mail. A release form must be signed by the parent/guardian for these records to be forwarded.

VOLUNTEERS

St. Francis of Assisi School depends on our great volunteers. Parents are invited to serve in many ways, as lunch/playground helpers and library aides. Fingerprinting and attending a Virtus workshop is required by all adults who are in contact with children at school.

CURRICULUM

The curriculum of our school is planned with high academic standards. We attempt to individualize our instruction according to the potential of our students. Our curriculum is in total compliance with the requirements set by the school office of the Diocese of Paterson and the Department of Education of the State of New Jersey.

RELIGIOUS EDUCATION

All students study Religion in addition to the required subjects as mandated by the Diocese of Paterson. No exceptions will be made.

LITURGY

The students participate in the Eucharistic liturgy. Other religious activities are conducted in the individual classes.

The Sacrament of Penance is available to the students periodically during the school year.

LIBRARY

The school library is well equipped with books, reference and audio-visual aids, and it is open to the students each week, at which time they may borrow books.

A fine of 10 cents a day is charged for overdue books. This includes weekends and holidays. A fee is to be paid for any book that is lost.

SCHOOL PICTURES

Class and graduation pictures are taken each year. Dates will be announced on the monthly calendar. **SCHOOL UNIFORMS ARE WORN FOR SCHOOL PICTURES.**

FACULTY ENRICHMENT DAYS

Faculty enrichment days are provided on the first Friday of some months to allow faculty members to expand their professional development. On these days, school is dismissed at 12:15 P.M. See monthly calendar for half-day schedules.

One professional day and one retreat day is provided by the Diocese per year to enable teachers to attend in-service workshops on current developmental trends in education. On these days, school is not in session.

INSURANCE

Student accident insurance is provided in September. Accidents should be reported to the office immediately so that the claim forms can be processed. Beyond this, student accident insurance is an agreement between parents and the insurance company.

A member of the faculty always supervises students during morning daycare, recess, lunch and at dismissal time.

PARENT – TEACHER COMMUNICATION

In addition to those general parent/teacher meetings, such as Back to School Night and scheduled parent/teacher conferences, parents and teachers are encouraged to meet with each other by appointment, whenever it may be necessary during the school year. Appointments can be arranged by a written note to the teacher. Parents are not permitted to enter a classroom unless prior arrangements have been made. Also, parents are not permitted to phone or email teachers at their homes on matters concerning grades, behavior, or school-related incidents.

The order of procedure to be followed regarding problems is: first, contact the teacher; second, if the problem is not resolved, contact the principal. The principal will then determine what steps will be taken.

SCHOOL COMMUNICATIONS

All messages will be sent home via the youngest member of the family in an attempt to develop a sense of responsibility. Every Tuesday we send home any new correspondence via e-mail or by paper copy.

Please check the children's school folder daily for important communications. We ask that you make note of specific dates and adhere to any given deadlines.

WRITTEN NOTICES

Please notify the teacher **in writing** when the following situations occur:

- a. Absence
- b. Lateness
- c. Request for early dismissal
- d. Excuse from Physical Education
- e. Excuse from wearing uniform
- f. Change of address, telephone number, emergency information
- g. Anything unusual of which the teacher should be aware
- h. Change in pick up at dismissal

HOME SCHOOL ASSOCIATION

The purpose of the Home School Association is to bring a closer relationship among the parents, teachers and administrators. It is an organized structure for parental involvement in the life of the school. Each parent should consider it a duty and a privilege to be a vital member. Involvement may vary with circumstances but support can be expressed in many ways. Our school would be non-existent without "giving" parents.

Home school meetings are held four times a year. Each family is expected to be represented. There are many events sponsored during the year and all parents are encouraged to participate in these programs.

CLASS MOTHERS/FATHERS

Our class mothers and fathers here at St. Francis provide a great service to children, parents and faculty. They help with class parties and fundraisers, and they notify parents of delayed openings and school closings as well as many other communications.

FUNDRAISING

All parents who register their children are expected to cooperate in all fundraising activities to support the school. The profit made from fundraisers helps keep the school financially sound during the course of the school year.

LUNCH

Children may buy lunch in the school or bring lunch from home. Please remember that soda and glass bottles are not allowed. The child should bring his/her lunch with him in the morning. Lunch menus are sent home one month in advance. They must be completed and returned with payment no later than the deadline date. In keeping with New Jersey regulations of healthy food service, we discourage parents from bringing Burger King or McDonalds to school for your child's lunch. **THE SCHOOL IS NOT RESPONSIBLE FOR CHILDREN WHO LEAVE THE GROUNDS AT LUNCH TIME.**

FIRE DRILLS

New Jersey school law requires one fire drill per month in each school. The objective of these drills is to evacuate the building in the shortest possible time in an orderly manner. They simulate emergency situations and last a few minutes.

SNOW

During the winter months, there is no throwing of snow. Disciplinary action will be enforced for violations.

TELEPHONE CALLS

Students will be given permission to make phone calls **only** in emergencies.

The use of cell phones in school is not permitted. However, if a child must carry one for emergency purposes, it must be turned off during school hours and given to the teacher until dismissal. No other electronic devices are to be brought to school.

PAYMENTS & MONEY

Money or checks sent to school for any purpose (tuition, field trips, supplies, fundraisers, etc.) should be placed in a sealed envelope marked with the child's name, grade and purpose of payment. Unless indicated otherwise, all checks should be made payable to St. Francis School.

SUMMER ASSIGNMENTS

Summer assignments will be given out at the end of the school year and collected on the first day of school.

SUMMER SCHOOL

Students who receive an “F” average in any major subject must attend summer school to be promoted. Proof of attendance and a passing grade must be presented to the principal of St. Francis before the student can be admitted to classes in September.

PRINCIPAL'S RESPONSIBILITIES

1. Create within the school the best learning situation possible by developing an atmosphere of mutual respect
2. Organize school schedules and teaching assignments that require effective classroom management and instruction
3. Work with students and staff to formulate effective school building regulations
4. Be fair, firm, honest and consistent in all decisions affecting students, parents and staff
5. Demonstrate by word and personal example, respect for law and order, self-discipline and genuine concern for persons coming under their authority
6. Become acquainted with the students by visiting classrooms and attending school activities
7. Observe staff and offer suggestions for teacher improvement

TEACHERS' RESPONSIBILITIES

1. Promote a climate of mutual respect and dignity
2. Distinguish between minor student misconduct, best handled by the teacher and major problems, best handled by the administrator
3. Handle individual infractions privately and avoid punishing the innocent

4. Teach, by example, honesty, common courtesies, respect for law and order and self-discipline.
5. Be fair, firm and consistent in enforcing school rules in the classroom, hallways, lavatories, on the school grounds and at all school sponsored activities
6. Recognize that some disciplinary problems are related to student academic frustrations and interpersonal relationships
7. Inform parents regarding student achievement and behavior and be willing to consult with students or parents whenever necessary
8. Be aware of changing patterns in students and refer to the administrator any student whose behavior requires special attention

PARENT RESPONSIBILITIES

1. Guide the child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control, to be honest and accountable for his/her actions
2. Teach the child, by word and example, respect for law, for the authority of the school and for the rights and property of others
3. Instill in the child a positive and enthusiastic attitude and encourage a personal desire to learn
4. Discuss with the child the rules for which he or she is responsible and as a family become aware of the consequences, financially and legally, for specific violations
5. Be sure the child's attendance at school is regular and punctual and all absences are properly excused
6. Encourage the child to be responsible for his or her personal appearance and to comply with the dress code of the school
7. Provide a location at home where the child can do his/her homework in a quiet atmosphere and stimulate the child to do some individual thinking
8. Your child/children's name should be on such articles as boots, sweaters, jackets, coats, etc.

STUDENT RESPONSIBILITIES

1. Support and participate in school activities
2. Be mutually respectful and honest in your relationships with other students
3. Cooperate with school staff
4. Assist school staff in running a safe school for all students
5. Respect all people, adults as well as classmates
6. The proper uniform must be worn for school and gym classes
7. Respect school property, books and property of others
8. Voices during school time should never become boisterous or excessively loud
9. Quiet should prevail during change of classes, in the school halls and when going from one activity to another
10. Each day before leaving school, your desks and floor area surrounding the desk must be left in good order
11. Homework assignments must be done both neatly and completely
12. When returning from lunch hour, you must remain in the area assigned to your class
13. The chewing of gum during school hours or on school premises is not permitted
14. Fighting with peers and disrespect toward personnel will not be tolerated. It can result in suspension
15. After school hours you must leave the school building and school area promptly. You are not permitted to return to your classroom for a book.
16. Girls are not permitted to wear make-up or unnecessary jewelry
17. During fire drills you must move quickly and quietly
18. Strive for excellence; whatever is worth doing, is worth doing well; be the labor big or small, do it well or not at all
19. For use of computers, terms of the contract must be met

20. GENERAL STUDENT RESPONSIBILITIES:

- a. To demonstrate a love for God, self, and neighbor through daily prayer, Christian attitudes and behavior
- b. To inform the teacher of any injury sustained
- c. Answer people when you are spoken to; always speak in a courteous manner and greet all visitors
- d. To assure the safety of self and others by obeying rules concerning proper behavior in Church, classroom, hallways, Parish Center, during fire drills, on the playground, in lavatories, on the bus and at assemblies
- e. To refrain from throwing any items including snow and ice
- f. To protect self and others by avoidance of drugs, alcohol and tobacco
- g. To be on time for all classes and assemblies
- h. To remain on school property with the designated teacher ~ never alone
- i. To ask permission from the teacher before leaving a classroom or any other designated area
- j. To accept the consequences for failure to act in a responsible manner
- k. To assure a safe environment by not possessing any type of weapon including, but not limited to guns and knives
- l. To report computer or internet abuse
- m. At no time will bullying or harassment be tolerated

CONSEQUENCE PROCEDURE: Prior to all conferences and decisions, all of the involved parties are asked to take a few minutes to reflect and ask the Lord's guidance for without God's help we can do nothing. In order to establish a system that is fair and consistent, the following policy has been adopted. The consequences allow for individuals to amend their behavior ~ the desired outcome.

WHEN A STUDENT FAILS TO MEET HIS/HER RESPONSIBILITIES:

1. The teacher will make the necessary correction and administer an appropriate consequence. This consequence may take several forms:
 - a. An immediate action to correct the situation, ex. correction, written assignment or service project, forfeiting of a privilege, etc.

- b. The issuance of an immediate detention for a more serious offence. Circumstances and attitude can often turn a less serious offense into a major one.
2. Teacher holds conference with student and notifies parents if behavior is not improving
3. Parent-Teacher conference is held. Student will be summoned to attend the conference at the appropriate time
4. Principal is kept apprised of the situation
5. Principal-Student conference is held
6. Principal-Parent conference is held
7. Teacher-Principal-Parent conference is held. Student is summoned at the appropriate time. Outside professional assistance may be required at this time.
8. In-school suspension will occur when there is no improvement in the student's behavior. The suspension is officially recorded stating the offense.
9. Behavior contract is drawn up and signed by student, teacher, parents, and principal
10. Out-of-school suspension
11. Dismissal from school is the last resort

The principal will be present when the situation is serious enough to warrant such presence. Students are free to request a conference with the principal when the need arises.

IMMEDIATE SUSPENSION AND/OR DISMISSAL may occur for the following:

1. Seriously injuring a fellow student deliberately
2. Physically or verbally abusing a faculty member
3. Sexual Harassment – St. Francis School is committed to maintain a learning environment that is free from sexual harassment, where all students can work and study together comfortably and productively. This school prohibits any form of sexual harassment. Sexual harassment consists of unwelcome sexual advance, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. The conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment. Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include: **WRITTEN CONTACT** – sexually suggestive or obscene letters, notes, invitations, drawings. This also includes computer terminal messages of a sexual nature. **VERBAL CONTACT** – sexually suggestive or obscene

comments, threats, jokes (including jokes about racial and gender-specific traits), any sexual propositions, comments about a student's body or sexual characteristics that are used in a negative or embarrassing way

4. Vandalism
5. Smoking
6. Using or supplying drugs and/or alcohol
7. Bullying and harassment

THREATS/VIOLENCE will be immediately reported to the proper authorities. Parent/s will be notified for:

1. Angrily threaten to physically harm/injure a teacher, another student or self
2. Physical or verbal abuse of any nature
3. Violent temper loss in the building, on the playground or around school property
4. Violent reactions (temper loss) toward any individual associated in any way to the school environment (teacher, staff, students, self)

PLAYGROUND

There is no playing at snack time. Respect and obey those in charge. Pushing, shoving, fighting and throwing snowballs are always prohibited. Do not approach any cars that come near the play areas, not even the cars of parents or other known persons. Do not socialize with strangers or other non-school individuals who may enter the playground area. If a problem arises seek the aid of the teacher or nearest parent. If someone is injured **DO NOT MOVE** the person, but seek assistance from the teacher and keep the area clear.

CHILD ABUSE AND/OR NEGLECT

In accordance with Title 9NJ Statutes (NJ9:6-8.10 and NJS 9:608.13) St. Francis of Assisi School will report any suspicion of child abuse and/or neglect to the appropriate authorities.

unlawful narcotics, may be immediately withdrawn from class and suspended or possibly expelled from school. Parents, as well as the appropriate authorities, will be notified.

DRUG ABUSE

Students may not have any alcoholic beverages or drugs in their possession at school, church or school property or at any school-sponsored activity. Any student who is reasonably suspected of having in his possession or found under the influence of drugs or unlawful narcotics, may be immediately withdrawn from class and suspended or possibly expelled from school. Parents, as well as the appropriate authorities, will be notified.

COMPUTERS

As all our schools and classrooms become linked to the internet, a world of education opportunities awaits our students. On the other hand, some materials on the internet espouse ideas that are directly opposed to family values and our Catholic/religious beliefs. Therefore, schools need both to train students how to reject these ideas and develop policies on the appropriate use of electronic communications in the school. St. Francis of Assisi School has such a policy (seen at the end of this handbook) and all students are required to follow this policy. Failure to do so will result in inability to access the internet.

COMPUTER LAB RULES:

1. Listen and follow all written and spoken directions
2. Demonstrate proper respect for teachers, students and technology equipment. It is expected that all equipment is handled properly.
3. When working with a partner, each partner will share the computer and the required work.
4. All written work is to be neat, legible and handed in when due
5. Raise hand before speaking or when help is needed
6. Moderate to low range when using speakers
7. Respect for each other when using printers

GENERAL RULES FOR GOOD ORDER

1. Disrespect will not be tolerated. Volunteers are to be given the same respect and obedience as the teachers and principal.
2. Gum chewing in and around the school is strictly forbidden.
3. Books are to be covered with clean, unmarked covers. They must be carried to and from school in a book bag.

4. Returning to school building or to classrooms at lunchtime or after school unless accompanied by a teacher is not permitted.
5. Anyone who defaces the school building in any way will be required to pay for the repair and/or painting.
6. Home assignments must be completed whenever given.

NON-DISCRIMINATION POLICY

+SAINT FRANCIS SCHOOL ADMITS STUDENTS OF ANY RACE, COLOR AND NATIONAL ORIGIN TO ALL THE RIGHTS, PRIVILEGES,, PROGRAMS, AND ACTIVITIES AS MADE AVAILABLE TO STUDENTS AT THIS SCHOOL, AND IT DOES NOT DISCRIMATE ON THE BASIS OF RACE IN ADMINISTRATION OF ITS EDUCATIONAL PROGRAMS. THIS SCHOOL DOES NOT DISCRIMINATE ON THE BASIS OF SEX IN THE EDUCATIONAL PROGRAMS OR ACTIVITIES WHICH IT OPERATES, OR IN THE EMPLOYMENT OF PERSONS AS REQUIRED BY TITLE IX.

9/1/2006
MM/md

PATERSON DIOCESAN SCHOOLS

Internet and Computer Use Policy for Elementary Schools

St. Francis of Assisi School allows students to use Computers and the Internet at school. These pages tell you how you are allowed to use the computers and other electronic tools of the school. Even though we say "computer" and "computer system" in these pages, what we say applies to all the computers and other electronic equipment (like TV's, VCR's and DVD players, telephones and other things like that) that are here at school. These rules also apply to any information and software programs, not just to the actual equipment. The Internet system here at school is for school activities only. Whenever you are using the Internet, the school uses a filter that controls the websites you can go to. There are things that you might be allowed to do using the Internet and computers at home that you are not allowed to do here at school. What you do using the computers here at school has to go along with what you are learning in your classroom. St. Francis of Assisi School can tell you what you are allowed to do, and what you are not allowed to do using the computers at school. These are rules that we have made to help keep you safe, and to be sure that you use computers and the Internet the right way while you are in school. We want you to use the computers and the Internet in a way that is Christian and doesn't break any laws. You shouldn't use the computers and Internet at school to buy or sell things, and you can only use the computers and the Internet at school with the permission of your parents, the Principal, and your teachers. Later on, we will ask you to sign your name to show that you understand these rules, and that you are promising to follow them. We will also ask your parents to sign so that we know that they agree with these rules, and have talked to you about these rules.

Here are some things that you are not allowed to do:

1. Keeping Yourself Safe

- You will not tell other people on the Internet where you or any of the other students live, or how they can find you or any other student.
- You will not send your picture or pictures of any other students to other people on the Internet.
- You will not tell anyone you meet online that you will meet them somewhere in person. If someone you meet online says they want to meet you in person or talk to you on the telephone, you will tell your teacher and parents.

2. Not Doing Things That Are Against The Law

- You will not try to use any computer, or anything on a computer at school without permission. If you have a password, you will not share it with anyone else. If you know someone else's password, you will not try to use it to get to their files and other stuff on the school computers.
- You will not try to do anything on purpose to the computers at school that would make them stop working. You will not try to change or erase anything that belongs to someone else that is kept on the computers.
- You will not try to change anything on the school's computers without permission. This means that you won't try to change any computer settings or software settings.
- You will not use the school's computers to do anything that is against the law.

3. Using the Computers Carefully

- Your school might give you a special place to keep your files and other work on the computers in school. You should be careful to keep other people from being able to go to that place to use your special files and other stuff. If you have a special password that the school gave you, you will not give it to anyone else.
- If something does not seem to be working right, or if you have any problems with the school computers, you will tell your teacher right away.
- You are not allowed to download or copy anything from another computer or from the Internet without your teacher's permission. You should not try to add any programs or software to the school's computers without the permission of the person who is in charge of the computers at your school.

4. Not Using Bad Language

- Any time that you use the computers or Internet, you will remember that you are a student in a Catholic school. You will only use good language, and will never use words that someone else might think are mean or vulgar. You will not use language that shows disrespect or that would make someone else afraid or uncomfortable.
- You will not send or post information that puts someone else in danger, or is like an insult or attack on someone else.
- You will not annoy or pester other people online. If someone asks you to stop doing something online that they find annoying or that makes them upset, you will stop doing it right away.

5. Respect for Privacy

- You will respect the privacy of other students by not telling or writing about what someone else told you without permission of the person who sent you the message. But if an adult you meet online asks you to keep something secret or private, you ask your teacher and parents what to do.
- You will not tell private information about yourself or another person.

6. Being Fair About Using Internet and Computers

- You will use the computers at school only for schoolwork.
- You will share computers with others, and will only use the computers for as long as your teachers allow.
- You will not send unnecessary messages to people.
- You will use e-mail only with the permission of your teacher. If you have your own personal e-mail, you will not try to send mail or check your mail at school using the school's computers.
- You may use the tools of the Internet that people use to talk to each other (email, chat, instant messaging, and other things like that) only if your principal and teacher allow it. This will only be allowed if it is part of your school assignments or classes.

7. Not Copying or Stealing Things

- You will not copy words or ideas that you find on the Internet and try to pretend that they are your words or ideas.
- You will respect the rights of people who own things. You will not copy things that you find on the internet, like pictures or music, without the permission of the person or company that owns it. If you are not sure, you should ask your teacher.

8. Be Careful of Where You Go Online

- You will not use the school's computers to go places or download things that are dirty, or against the law, or that talk about hating or hurting other people.
- Your parents might tell you about other things that they want you to stay away from while you are online. The school wants you to do what your parents' tell you about this.

9. Other Things You Should Know About What You Can and Can't Do Online

- The school can tell you what you can and can't do while you're using the computers at school. This also means that the school can keep you from using the computers and the Internet while you are at school. Whenever you say or do anything while you are online at school, you must remember that you are a student in a Catholic school, and must act like a Christian.
- Remember that your principal and teacher are allowed to look at anything that you have stored on the computers at school, and anything that you make using the Internet or computers while you are in school.

If the police or any other government officials need to look at information on the school computers to investigate a crime or something against the law, the school will help them.

If you do anything that is against any of the things talked about in these pages, the principal and your teacher may punish you. They may also stop you from using the computers or Internet while you are in school.

The school can't promise that the computers or Internet will always work at the school. You should always make a copy of anything you keep on the computers at school in case it is lost or damaged. You should always check with your teacher about any information you get from the Internet; sometimes it may not be right. If you do anything while you are online at school that costs money, you and your parents are responsible for paying for it. If you do something that breaks the computers, or costs the school money, you and your parents will have to pay for it.

The school might have to change what you are allowed to do using the computers and internet at school. We will tell you and your parents about any changes we need to make, and we expect that you will obey any new rules when we tell you about them.

The school expects that you will follow the directions of your teachers and other school authorities when you use the computers and Internet at school. Anytime that you use the computers or the Internet, you must show a respect for others. Your actions must also show that you understand that every person is important and that we are all God's children and are brothers and sisters.

PATERSON DIOCESAN SCHOOLS

Internet and Computer Use Agreement for Elementary Schools

STUDENT NAME (please print): _____

I have read, understand, and agree to everything in the St. Francis of Assisi School's Internet and Computer Policy. I understand that I am responsible for whatever I do while I am using the computers and Internet at school. I know that I am expected to act like a good student in a Catholic school whenever I am using the computers and Internet at St. Francis of Assisi School.

I understand that I may be punished, and lose the privilege to use the computers and Internet at School if I break any of the rules in the Internet and Computer Policy of St. Francis of Assisi School.

To show that I understand, I am writing my name here.

STUDENT SIGNATURE: _____

Parental Permissions:

I am the parent/guardian of the student named above. I acknowledge that I have read, understand, and agree to all terms as outlined in the St. Francis of Assisi School's Internet and Computer Policy. I understand that my child will engage in supervised activities that involve the use of computers and the internet while at school as part of his/her regular instruction. I have reviewed this policy with my child and have helped him/her to understand it. I also understand that this agreement will be binding during the entire career of my child at St. Francis of Assisi School.

PARENT/GUARDIAN NAME (please print): _____

PARENT/GUARDIAN SIGNATURE: _____

DATE SIGNED: _____

STUDENTS WILL NOT BE ALLOWED TO USE OUR COMPUTERS UNTIL THIS PAGE IS SIGNED AND RETURNED.

ST. FRANCIS OF ASSISI SCHOOL

One Father Hayes Drive
Haskell, New Jersey 07420
(973) 835-3268 – Fax: (973) 616-7644
Email: sfashaskell.org

September 2006

Dear Parents,

This handbook has been prepared with the hope that you will better understand the philosophy and practice of Catholic education in general and of St. Francis School in particular. Also, we hope that its use will help to establish a climate of cooperation and re-enforcement which will provide our children with that feeling of security in which learning and growth most richly develop.

Education ranks among the most precious gifts to children. Catholic school education is a gift that represents selectivity and sacrifice. You, as parent and primary educator, have a unique role in your child's education. We, to whom you have entrusted your children, will strive to transfer and formalize what you have begun.

Sincerely in Christ,

Faculty of St. Francis School

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