



# Holy Savior Academy

*The Middlebrook Deanery  
Catholic School*

## PARENT/STUDENT HANDBOOK

**2018-2019**

149 South Plainfield Avenue  
South Plainfield, New Jersey 07080  
Telephone: (908) 822-5890  
Fax: (908) 822-5891



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Telephone: (908) 822-5890

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Website: [www.HolySaviorAcademy.com](http://www.HolySaviorAcademy.com)

Administration: Mrs. Carol Ann Woodburn, Principal

This handbook exists as a guideline to foster the efficient and safe operation of Holy Savior Academy. In all circumstances, the Principal has full discretion to take actions other than those specified in this handbook and to amend this handbook. This handbook is not intended to create any legal rights for students or parents/guardians. All interpretations of the school rules rest finally and exclusively with the Principal.

**The education of each child is a partnership between the parent and the school. If, in the opinion of the administration, that that partnership is irretrievably broken, the school reserves the right to require the parent to withdraw the child.**

### **Accreditation**

Holy Savior Academy is accredited by the AdvancED. [www.advance-ed.org](http://www.advance-ed.org)

### **Mission Statement**

“At Holy Savior Academy, we work together as disciples of Christ to respect, inspire, and foster excellence as together we meet the challenges of the 21<sup>st</sup> century.”

School Colors: Red, White & Blue

School Mascot: Holy Savior Storm

### **General School and Classroom Policies**

#### **Admissions**

Non-Discrimination Policy - Holy Savior Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the School. Holy Savior Academy does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Inclusion Policy - As a Catholic School community, we view each child individually and as disciples of Jesus are called to create an environment where every child is provided with whatever he or she needs to learn. We strive to serve all our students by using available service plans, communicating with parents, and participating in Child Study Team meetings whenever possible. We aspire to support the professional recommendations of learning consultants and to encourage students to participate in the services to which they are entitled to the best of our abilities.

### **Registration**

A yearly fee per family is required at the time of registration. This Registration Fee is refundable only if the student is not accepted.

The following requirements are necessary to be accepted into the school:

- Six years old on or before October 1st to enter First Grade
- Five years old on or before October 1st to enter Kindergarten
- Four years old on or before October 1st to enter Pre-K 4
- Three years old on or before October 1st to enter Pre-K 3
- Baptismal Certificate **for Baptized Catholic Tuition Rate**
- Birth Certificate
- Health/Immunization Records
- Non-refundable registration Fee

All new students are required to have a complete physical before starting Holy Savior Academy. Students entering from a country with a high incidence of TB require a Mantoux test.

In order to plan for the following year, every family in the school will be required to re-register their children for the next school year **by March 1**. The registration fee per family should accompany the registration form. All registration forms must be completed and returned to the School Office in order for the student to be considered enrolled and placed on a class list.

### **Immunizations**

Holy Savior Academy abides by all of the Immunization Policies set by the New Jersey Department of Health and Senior Services. No child shall be admitted without proper proof that the child has been immunized as required by the laws of the State of New Jersey, N.J.S.A. 26:1A-9. Proper immunization is a condition of admission to the school.

- DPT: a minimum of four doses provided that at least one dose is given on or after the fourth birthday.
- OPV: a minimum of three doses provided that at least one dose is given on or after the fourth birthday.
- Measles vaccine: two doses administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
- Rubella vaccine: administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
- Mumps vaccine: one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
- Hepatitis B: three doses required for Kindergarten
- Influenza: All PreK students attending a preschool facility must receive at least one dose of influenza vaccine between September 1 and December 31 of each year.
- Pneumococcal: All PreK students are required to receive age appropriate doses of pneumococcal vaccine.
- Tdap and Meningococcal: All students entering 6<sup>th</sup> grade will be required to receive both Tdap and Meningococcal vaccine prior to the first day of school.
- An applicant whose immunization record is incomplete will not be admitted.

## **Transfer Students**

In addition to all of the above items, a transfer notification, a most recent report card, and standardized test scores are to be submitted upon application. All transfer student applications will be considered on a per case basis.

## **Tuition Policy**

Yearly tuition rates and all fees are determined by **annually and may increase as determined by the Board of Limited Jurisdiction**. Parents/guardians are given two options for tuition payment: Option 1 – Single payment (\$100.00 discount), Option 2 – Monthly payment plan through F.A.C.T.S. which requires an AUTOMATIC TUITION PAYMENT AGREEMENT FORM.

The school reserves the right to cancel the registration of any student whose family fails to satisfactorily meet tuition payments during the preceding semester/or in such cases to require full tuition payment in advance of registration acceptance.

## **Financial Obligation**

All financial obligations must be met by May 20th in order for students to participate in graduation exercises and/or field trips.

All financial accounts, including tuition and Aftercare, must be kept current. Families with outstanding tuition or Aftercare balances will not be allowed to re-enroll for the following school year.

## **Attendance**

Prompt, regular attendance is **required by law and 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 adult behavior in the future.

## **Absence**

A parent/guardian must call the school at 908-822-5890 no later than 8:30 a.m. to report a student's absence. If no call has been received by 8:30 a.m., the School Nurse will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the student returns to school, she/he must present to their teacher a written excuse from a parent/guardian stating the student's name together with the dates and reason for the absence. An absence of three consecutive days requires a doctor's note.

**More than 18 absences in a given year may result in a student being retained and a call to DCF (Division of Children and Families) may be made since it is required by statute.**

Trips and vacations during the school year are strongly discouraged. Students are responsible for all the work that was missed during her/his absence.

## **Supervision of Students**

Holy Savior Academy's responsibility for supervision of students begins at **7:00** a.m. and ends at 2:45 p.m. The After-Care Program begins at 2:45 p.m. and ends at 6:00 p.m. sharp. Additional fees apply for the AfterCare Program.

If a parent/guardian knows ahead of time that she/he will not be able to pick the student up immediately after school, she/he must call the School Office. The student will be told in advance and will wait outside the Principal's Office or go to the After-Care Program.

### Tardiness

**It is the responsibility of the parent to ensure that their child/children arrive at school on or before 7:45AM.** Students who arrive after 7:50 a.m. are to report to the Nurse's office **with their parent** to receive a late slip before entering their classroom. It is disruptive to both the student and the class when students arrive late. Excessive tardiness will jeopardize a student's standing at Holy Savior Academy **and disciplinary action will be taken.**

### Truancy

A student who deliberately avoids coming to school, contrary to the wishes of his/her parents/guardian, is considered truant. Habitual truancy will be reported to the appropriate authority. A student who is chronically truant will be subject to discipline.

### Early Sign Out Procedure

Early dismissal of an individual student will be granted in extraordinary circumstances. Parents are requested to make dental and doctor appointments after 2:45 p.m.

No student may leave the school building during school hours unless a parent or some other designated authority picks her/him up at the School Office. Occasionally a student may have to leave school before dismissal. The procedure is as follows:

- A note from home must be sent to the student's homeroom teacher at the beginning of the day.
- The parent/guardian must sign out the student in the Nurse's Office. If for some reason the parent/guardian is unable to come to school, this must be stated in the note.
- Per diocesan policy, students must be present in school for three instructional hours in order to be considered present.
- Students leaving school at 12:00 noon or later will be considered an early dismissal and absent for a half day.

The only time a student may be released from school is with written permission from a parent or guardian. In every instance of leaving early, students are responsible for completing any missed class-work, homework or tests

### Uniforms

Students attending Holy Savior Academy are required to wear a prescribed school uniform. The only company from which school uniform apparel may be purchased is Flynn & O'Hara. Substitutions are not permitted. The **ONLY** acceptable school shoe is a black or brown, leather or suede, oxford tie shoe with rubber soles and heels.

The following will be considered violations of the uniform dress code:

- For all: incorrect blouses, shirts, sweaters, **Storm sweatshirts/jackets**, gym uniforms, pants, socks or shoes;
- For girls: make-up or nail polish (only neutral colored nail polish), jewelry of any kind (exceptions: if the child can tell time, one watch; for girls: one set of small post earrings);
- For boys: earrings, a non-traditional male haircut.

Temporary and permanent tattoos are not allowed. Skirts are to be worn no shorter than two inches above the knee. Shirts and blouses are to be tucked in neatly. Hairstyles should be neat and age-appropriate; **traditional hair cuts, natural color, no extreme cuts.**

Pre-Kindergarten: Boys and Girls

- Comfortable and appropriate play clothes
- Play shoes

Kindergarten: Boys and Girls

- Gym uniform. See “Gym Uniform” below. **Gym uniforms are worn daily.**
- Sneakers

Winter Uniform: November 1<sup>st</sup> through March 31<sup>st</sup>.

Girls: Grades 1 to 4

- Plaid jumper or navy pants
- White Peter Pan blouse **with jumper**
- **White or navy golf shirt with shorts or pants**
- White or navy knee socks or leotards with jumper
- Red uniform sweater with school insignia

Girls: Grades 5 to 8

- School plaid wrap around skirt or navy pants
- White button collar blouse
- White or navy golf shirt with school insignia
- White or navy knee socks or leotards with plaid wrap around skirt
- Red uniform sweater **with school insignia (optional)**

No make-up is permitted and only neutral colored nail polish is allowed. Small earrings (one set), appropriate medals and chains and/or a watch are the only jewelry permitted. Hoop earrings are not permitted. No additional accessories are to be worn. Hairstyles should be neat and age appropriate; only natural hair colors are acceptable.

Boys: 1 to 8

- White oxford dress shirt (short sleeve or long sleeve) with school plaid tie
- White or navy golf shirt with school insignia
- Red sweater vest or pullover red sweater with school insignia
- Navy uniform dress pants
- Belt (black, brown, or gray)
- Socks (white, gray, or black)

No earrings. Appropriate medals and chains and/or a watch are the only jewelry permitted. Hair should be neatly combed and styled in a traditional boys cut. Hair should not fall past the collar and should be tapered from the middle of the ear. Fad haircuts **extreme cuts** are not permitted. **Only natural hair color is acceptable.**

Summer Uniform: Start of School until October 31<sup>st</sup> and April 1<sup>st</sup> through June.

Girls and Boys: Grades 1 to 8

- Navy uniform walking shorts
- White or navy golf shirt with school insignia
- Belt (black, navy, or brown) with shorts
- White crew socks
- Sneakers may be worn only with the navy uniform walking shorts; no neon colored sneakers may be worn; no high-top sneakers or extreme colors; **no flashing lights.**

All students are expected to be neat, clean, and well groomed. Repeated uniform violations will result in detention.

## **Gym Uniform**

Gym uniforms are to be worn to school on gym days by all students in grades 1 through 8. These uniforms are to be ordered and purchased from Flynn & O'Hara.

- Sneakers: no neon colors permitted; **no flashing lights**
- White crew socks
- Gray sweatpants
- Gray sweatshirt with school insignia or School Spirit Wear
- Gray tee shirts with school insignia or School Spirit Wear
- **Red or silver nylon mesh shorts**

Any student not in proper gym uniform will not be permitted to take gym.

## **Dress Down**

Dresses down days are sponsored by the school in order to support important school projects, functions, or charities. Regulations for dress down days are listed below. Rules specific to a particular dress down day (for example, school colors) will be communicated to the parents and students beforehand.

The guidelines below pertain to all dress down days.

The following items are *not* permitted:

- Any article inconsistent with our Catholic philosophy of education and values
- Any article which is excessively worn or soiled
- Any article which displays indecent or inappropriate writing or illustrations
- Clothing which does not cover the body appropriately (Ex. tank tops, spaghetti straps, short tops, low cut bottoms)
- Any item excessively tight fitting
- Any item that may cause a safety risk to the student or his/her classmates
- Hats, caps or headgear
- Makeup, jewelry, or additional articles that would not be permitted on a regular uniform day.

The administration reserves the right to make the final decisions regarding the appropriateness and acceptability of student dress in school.

Please label all sweaters, jackets and gym clothes. The Lost and Found is located in the school office.

## **Communications**

### **Office Hours**

The school office is open before and after the regular school day. The office hours are from 7:30 a.m. to 3:00 p.m.

### **Emergency Closings**

In case of a severe storm when it may be necessary to cancel school sessions or have a delayed opening, observe the following:

- The Honeywell Instant Alert for Schools Emergency Notification has been installed to notify you of school closings, emergency early dismissals, and delayed openings.
- Please do not call the school.
- If you are in doubt, use your good judgment.

## **Appointments**

Meetings between teachers and parents are seen as vital to the growth and development of students. If a difficulty should arise concerning conduct or academic work, please contact the teacher involved before the matter is brought to the attention of the principal. Meetings can be arranged for after-school hours. Teacher-parent conferences are scheduled after the first quarter and by request after subsequent quarters.

Parents who wish to meet with the Principal must contact the office to arrange a mutually convenient meeting time. Parents who wish to meet with a teacher or another staff member concerning his/her child should send a note to the particular person involved.

The faculty/staff member will contact the parent and set up a date and time for the meeting. For the sake of good order in the school, parents may not approach faculty or staff members during the school day without arranging an appointment beforehand. Unless parents have an appointment with a teacher, they are asked not to have a conference with the teacher before school. This time is reserved for class preparation. When appointments are made, the parents and the faculty or staff members should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

If it is necessary to telephone a teacher, please leave a message at the office and the call will be returned.

## **Change of Address**

The homeroom teacher and the school office must be informed of a change of address, email address and/or telephone number. This also pertains to emergency numbers.

## **Communication with Parents**

A school calendar is published each year. This calendar is in accord with the guidelines of the State of New Jersey and the Diocese of Metuchen. A monthly and yearly school calendar is available on-line.

## **Party Invitations/Flyers**

No invitations or flyers for personal parties are to be passed out through school unless there is one for each class member. Class lists with names and addresses are not given out from the school.

## **Money**

Money that is sent to school for a specific event or purpose should be placed in a sealed envelope and identified with the student's name, grade and room, the amount enclosed and its purpose. Any amount of \$5.00 or more should be in check form made out to Holy Savior Academy. No cash that is stipulated for tuition should be given to a student. Please bring it to the School Office in person and we will provide a receipt.

## **Parent/Teacher Organization (PTO)**

**The Parent/Teacher Organization (PTO)** is composed of all parents/guardians of the students of Holy Savior Academy. The faculty and administration are included in the membership. The objectives of the **PTO** include:

- Promoting the full spiritual and academic growth of each student.
- Creating better parental awareness.
- Serving as a vehicle of communication between faculty and parents.
- Assisting the school administration in attaining its goals through active parental involvement. All communication from the **PTO** must be addressed and approved by the principal.



- **Fundraising to maintain the financial stability of the school.**

### **Custodial and Non-Custodial Parents**

School Records – Holy Savior Academy 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 records.

Court Orders Affecting Parents – If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the “custody section” of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

Pick-up from School – The school will permit only the custodial parent, or her/his designee (designated in writing), to pick up the child during or at the end of the school day. The non-custodial parent will not be permitted to remove the child from school during or at the end of the school day, unless there is written authorization from the custodial parent. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

### **Visitors**

Every parent, volunteer, and/or visitor is required to “sign in” at the office and obtain a “Visitor” badge to wear during his/her stay. No one is permitted to go to a classroom and interrupt the teaching process for any purpose.

### **Telephone**

Children are not permitted to call home for forgotten homework, clothing, materials, etc., for classes. These do not constitute emergencies. In an emergency, school staff will place the necessary calls. **Use of cell phones are not permitted during the regular school unless required by the teacher for a specific educational purpose. All cell phone are stored in backpacks and are “off” during the regular school day.**

## **Health Services**

### **Emergency Forms**

At the beginning of the school year in September, “Emergency Forms” are distributed. Parents are requested to read the forms carefully and to register the names, addresses and phone numbers of at least two neighbors or friends that are available locally in the event that a child is ill and the parent is not available. This form is very important.

### **School Nurse**

A registered nurse is available each school day from 7:30 a.m. to 2:00 p.m. The nurse monitors required medical registration documents, including immunizations, emergency information forms, and informs school personnel of health issues regarding individual students. Documentation of a physical examination provided by the family physician is required to be on file in the school for all students entering grades K, 3, and 6. All new students entering any grade at Holy Savior Academy also must have a physical examination. All doctor documented physical examinations are due on the first day of school.

Among the regular services provided by, or through, the school nurse are vision, hearing, and Scoliosis screening; height, weight, and blood pressure testing.

If a child is ill in the morning before he/she leaves home, please do not send him/her to school. Children must be fever-free for 24 hours before returning to school. The school nurse is available for any student who feels ill or is injured during the

school day. When a child becomes ill or is seriously injured at school, emergency care will be given and the parent/guardian will be notified to bring the child home. The school is responsible only for immediate first aid. The legal responsibility for medical care rests with the parents/guardians.

In the event of an accident, no matter how minor, the student should report to the nurse immediately. Where warranted, the nurse will complete injury reports and send a copy to the parent. When a student reports to the Nurse's Office and the nurse is not available, the student should then go to the School Office.

Parents/guardians are asked to inform the nurse of any significant injuries or accidents that involve students off school grounds. This will assist the school in accommodating any special student needs.

Parents/guardians are asked to notify the school nurse of any communicable disease that their child develops, as well as any incidents of hospitalization and any additional immunizations or boosters the child receives during the school year. Children with any type of infectious illness must be kept at home until the period of infection is over.

Temporary absence from physical education classes requires a written statement from a physician and is given to the school nurse, who will inform the physical education teacher. When feasible, students excused from physical education on a temporary basis will accompany their class to the area of instruction.

### **Medication**

Holy Savior Academy School strongly discourages the administration of either prescription or non-prescription medication in school or at school-sponsored activities. 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 the school and personally administer the medication. The parent/guardian should contact the nurse to make arrangements to administer the medication.
2. If this arrangement is not possible, the School Nurse (or designee) will administer the medication under the following conditions:
  - The medication must be given to the School Nurse or principal by the parent/guardian;
  - The medication must be in the original pharmacy labeled container; and
  - The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school as well as on the Forms page on-line.
  - Students will be permitted to self-administer medication only for 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 for Self-Administration of Medication in School" form. This form is available from the school as well as on the Forms page on-line.

### **Insurance**

The Diocesan School Insurance Policy covers all students.

### **Child Abuse**

New Jersey law requires any person who has "reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse to report the same promptly to the Division of Youth and Family Services by telephone or otherwise." See N.J.S.A. 9:6-9.10 et. Seq. Failure to report suspected child abuse is punishable as a disorderly persons offense. N.J.S.A. 9:6-8.14. Under law anyone who makes a report shall have immunity from any civil or criminal liability that he may have otherwise incurred. N.J.S.A. 9:6-8.13. The law imposes this obligation on every citizen without exception.

## School Regulations

### Fire/Emergency Drills

Fire/emergency drills will be conducted periodically as directed in the New Jersey regulations (18:114-106).

### Textbooks

All textbooks are the property of Holy Savior Academy or the State of New Jersey. They are provided for student use at great expense. It is important to instill in the students a sense of responsibility in regard to the property of others. All textbooks and workbooks are to be kept clean, covered at all times, and handled carefully. If a book is lost, mutilated, or destroyed, the parents must assume the cost of the book.

Every student must carry a school bag to and from school. The school bag should provide adequate protection for the books, especially during inclement weather.

### Electronic Devices/Cell Phones

Student cell phone use is prohibited during the school day and AfterCare. If needed for after school, cell phones are to be turned off and away in the student's school bag. Pagers or other communication devices are not allowed. A student who violates this policy will have the cell phone removed from his/her possession, and a parent/guardian will be responsible to retrieve it from the principal's office. Repeated violations of rules regarding cell phones will result in a student forfeiting his/her privilege of bringing the cell phone to school.

Students are **not** permitted to bring headphones, video or audio equipment or any electronic devices to school unless specifically requested by a teacher for use in the curriculum. Holy Savior Academy Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form must be signed by the parent in advance.

### Lunch and Recess Supervision

The teachers in the cafeteria and on the playground are the school authorities in charge of supervision. Their directives to students must be obeyed. The health and safety of our students require everyone's cooperation.

Following lunch, recess is provided for the students. The following safety regulations are enforced on the playground:

- Students must remain under the supervision of the recess proctors and are to stay in the designated areas.
- Students must finish their lunch, before proceeding outside for recess. No food or drink is permitted outside the cafeteria.
- No student may re-enter the school building for any reason without the permission of the teacher supervising recess.
- All problems or injuries are to be reported to the recess teachers on duty.

### Peanut and Tree Nut Safe Zone

The school has been declared a "peanut and tree nut safe zone." This means that peanut and tree nut products will not be allowed in the school at any time. Please read all ingredient labels carefully and do not send any peanuts or tree nut products to be eaten in the school. This includes items with warnings such as "may contain traces of peanuts" or "manufactured on equipment that also processes peanuts and tree nuts."

## Student Activities

### Field Trips

On occasion, Holy Savior Academy will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege not a right of students. Poor conduct and/or unpaid school fees/tuition may warrant a student being denied the privilege of going on a field trip. In such cases the student will report to school as usual and remain in supervised classes for the day. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The school provides the permission slip. Out of state trips require a notarized signature. School uniforms are worn unless otherwise notified.

Where medical reasons warrant, the teacher may request the child's parent/guardian to attend. If a child requires medication during a field trip, parents must discuss this with the school nurse prior to the trip so that arrangements can be made.

All students must accompany his/her class on the school bus going to the field experience and will return with his/her class to the school for dismissal. Parents may not sign children out early for dismissal.

## Transportation

### Bus

Bus service is available for those students who qualify in districts offering bus transportation. Eligible students attending parochial schools are entitled to either bus transportation or a reimbursable fee if the local district provides bus transportation to the public school. Applicable information and forms may be requested at the School Office or from the various public school districts. Only students authorized to be transported by a certain bus may ride that bus. The school cannot authorize changes or exceptions.

Students who deface or damage the bus in any way shall be, along with their parents/guardians, financially responsible for restitution. Students who become serious disciplinary problems on the school bus may have their riding privileges suspended or revoked.

### Car

For safety and good order, drivers bringing students to school in the morning, or picking them up at dismissal, are to respect the following regulations:

- **Caution is necessary when driving in the Parking Lot especially at dismissal.**
- **The Drop Off Lane can be used in the morning. Please refrain from stopping in the lane for a prolonged period of time.**
- Please park your car in the designated parking spaces **only**, and pick up your child/children in front of the school.
- If someone other than the authorized adult will be picking up a student, a written notice giving permission to release the child to that person must be submitted to the School Office prior to dismissal.
- Drivers who anticipate being late for student arrival or dismissal are asked to call the School Office as soon as possible with that information.

## **CURRICULUM AND INSTRUCTION**

### **Religious Education and Religious Services**

Religious Education takes place in the home and in the school. Parents, by their interest and example, play a vital role in the religious education of their children.

Our program is concerned with initiating children into the sacramental life and mission of the Church, explaining to them the Church's nature, history and teaching. We must foster in each person Christ-like love and dedication to all. This will result in practical service to whoever is in need.

One's religious development is essentially the on-going development of a relationship with God, a relationship which affects not only how one acts toward God, but also how the person relates toward his/her neighbor as well as oneself.

Family Life – In compliance with diocesan policy, the Benzinger Family Life program, a values based human sexuality program, is incorporated in our curriculum.

The children of Holy Savior Academy are given every opportunity to grow daily in the practice of this faith. Liturgy is the focal point of our Catholic belief and children of all grades are given varied opportunities to prepare and take an active role in a monthly liturgy. The traditional devotions of the church such as the rosary, Advent/Lenten devotions, May Crowning and an in-depth exposure to the history of the church are an intricate part of the religious education given to all the children.

The Sacramental Programs of Penance, Holy Eucharist, and Confirmation have been structured in such a way as to provide student and parent participation. The reception of the sacraments is done at the individual parish level.

The non-Catholic student is welcome at Holy Savior Academy. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the religion classes and liturgical services scheduled for students during the school year.

### **Language Arts**

This program consists of Literature/Reading, Writing, Spelling/Vocabulary and Oral Language.

Reading – A variety of genres is incorporated in children's literature. Reading encourages children to think, write and discuss others' ideas about literature. It offers a variety of instructional approaches that help teachers meet the needs of all students. The emphasis is on developing higher level thinking skills so students will become more critical and analytic readers. The program provides both holistic and objective based tests.

Writing – The writing component of the language arts program is incorporated as a cross-disciplinary approach. The emphasis is to learn to develop higher-level writing skills that focus on grammar, punctuation, proper sentence structure and vocabulary.

Spelling/Vocabulary – A variety of exercises is completed in order to encourage the children to spell words correctly and completely understand their meanings. There is frequent review and assessment in both the student text and supplemental materials. Students learn the correct pronunciation and expand their vocabulary.

Oral Language – Oral language is developed so that all students will speak in clear, concise, organized language. Assessments include oral presentations, role-playing, choral reading, and supporting one's position in debate.

## **Mathematics**

This program recognizes that every child must have an understanding of the four fundamental operations as they are applied to whole numbers, fractions, decimals, and variables. Along with computation skills, critical thinking and problem solving are an essential part of the successful mastery in math.

## **Science**

The framework of the science curriculum includes topics equally distributed in the areas of life, earth and physical science. Other disciplines such as language arts, math, and social studies are integrated into the science experience.

Skills stressed within the science program include observing, classifying, inferring, and predicting. These skills are developed through hands-on experimentation, cooperative group work, teacher demonstration and paper/pencil activities.

## **Social Studies**

The study of history traces the story of humankind for an understanding of the influences that have contributed to its development. Early levels focus on pupils themselves and the program expands its realm to include families, communities, regions of the earth, our country and the world.

The awareness of good citizenship, honor, and responsibility is immersed in the social studies curriculum, as the study of history, civics, geography, and current events allows for proficiency in analyzing, interpreting, inquiry, and problem solving.

## **Art**

Art classes are intended to stimulate creativity among all students. The type of projects varies with each grade and uses various media. The students' projects are displayed throughout the school.

## **Music**

The classroom music program consists of theory, appreciation, and vocal music. An instrumental music program is available for any student from Grade 1 through 8 by the Cleff Notes Music Instruction.. Cost for Cleff Notes Instrumental lessons is not included in school tuition. Fees are paid directly to Cleff Notes Music. Recitals are presented at the end of the year.

## **Physical Education**

Physical Education in the elementary school is the vehicle through which a child learns to move and moves to learn. Broad movement experiences, games of low organization, rhythms, and manipulative activities develop body competency and management for the primary grades.

Specialized sport skills, concepts, positioning and organized play make up the bulk of the intermediate and upper elementary grades program, along with the Presidential Physical Fitness and the National Fitness programs.

## **Technology**

The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. Such resources are used to enrich and enhance the learning experience and environment for students. Use of these resources must always be in conformity with law and the religious mission of Holy Savior Academy School. No student is permitted to use technology to access or send inappropriate information or materials.

An Acceptable Use of Technology Policy form, signed by the student, parent/guardian, and collected by the homeroom teacher, is required before any student is provided with Internet access privileges.

### **Acceptable Use of Technology Policy**

The purpose of school-provided technology is to facilitate legitimate school endeavors, which are educational and administrative in nature. The use of technology must always be in conformity with the law and the religious mission of the Diocese of Metuchen. Each school as an educational institution will have the resources to exchange information within its facility and with other institutions throughout the world.

The use of technology is a privilege, not a right, and inappropriate use will result in a suspension or complete cancellation of the user's privileges. The administration has the right to monitor all communications on the school network.

### **Acceptable Use Guidelines**

#### **Equipment**

- The user will recognize the value of the hardware, software, and all computer-related materials and will not misuse or abuse any of these items.
- Personal flash drives or CDs cannot be used without the approval or direct supervision of the system supervisor. These should be checked for viruses with a current version of a recognized virus-scanning program before use in the school.
- No users will alter, install, modify, upgrade, repair or remove any school hardware, including but not limited to computers, interface cards, monitors, printers, scanners, modems, wiring or cabling, mouse or other accessories.
- Users who damage any hardware or software will be responsible for replacing the damaged articles at their own expense.
- Users are required to purchase from the school one pair of personal headphones (\$5.00) for use with school computers. These headphones are labeled and stored in the school. Upon leaving Holy Savior Academy School, either by graduation or transfer, the headphones are given to the user.
- Students in grades 4 through 8 will be assigned their own personal chromebook for the entire school year. Each student may only use their own assigned device and are personally responsible for any physical damage to the device. If physical damage occurs, parents/guardians are responsible for replacement of parts or replacement of the device.
- **The specific costs are as follows:**
  - **Screen - \$60.00**
  - **Keyboard - \$35.00**
  - **Whole Chromebook - \$250.00**

#### **Software**

- Commercial software is copyrighted and each user must abide by the licensing agreement published with the software.
- In keeping with the school's Christian values the user will not violate any copyright laws regarding print, electronic or visual information.
- The user will not read, change, create, delete, copy or modify any parts of the resident software or the operating system.

## The School Internet Access

- The user may utilize the network and Internet resources for educational or administrative purposes only. Commercial uses are strictly prohibited.
- The user will not upload, download, or bring into the school material deemed inappropriate. This would include but not be limited to any material that contains profanity, vulgarity, obscene, or violent content. Materials that are racist, abusive, degrading, and demonic or promote intolerance, prejudice, harassment, or insult any individual, ethnic, or religious group are unacceptable.
- Transmission of material, information or software in violation of any church, school, local, state or federal law is prohibited.
- The user will not meet in person any individual whom he/she made contact with through the school technological resources. Meetings with resource people contacted through the Internet will be arranged only with the approval of the school administration.
- A usage agreement form signed by the student, parent/guardian and the teacher is required before any student is provided with Internet access privileges.

## E-Mail

- E-mail is intended for educational use.
- The user will not reveal addresses, phone numbers, photographs, or other personal information of himself/herself or others.
- Any email issued from Holy Savior Academy will be sent/received using an assigned school email address rather than any personal email account/information.
- The user will not access his/her private email accounts through the use of the school network.
- The user will report any message received through technological resources which makes him/her nervous or uncomfortable.

## Miscellaneous

- The user will work in a quiet, respectful manner, which is not disturbing or distracting to others.
- The user will not disclose personal passwords or access codes assigned to him/her or any other user.
- The user will not attempt to access files, personal passwords or access codes created by or assigned to any other user.
- In addition to not accessing the files of another user, it is prohibited to use the name or screen name of another. Further, no aliases or handles are allowed when saving files or program activity.
- The user will not interact with any computer equipment other than that which was assigned to the user unless given permission to do so by the instructor.
- The user will not attempt to defeat security measures instituted by the school.
- Unauthorized access to computers after designated hours or from locations other than those approved for specific computer assignments is prohibited.
- The user will not use school technological resources to support candidates for public or elected office.
- The user will exercise due diligence and is bound not to disclose or use any confidential or personal information acquired as a result of using the school's technological resources.
- The school makes no warranties of any kind, whether expressed or implied, for the use of technology. It will NOT be responsible for any damages suffered, such as loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence or the user's errors or omissions.
- The school specifically denies any responsibility for the accuracy or quality of information obtained through its technological resources.



## **Addendum to Acceptable Use of Technology Policy**

The widespread ownership of ‘mobile phones and devices’ (referred to as mobile devices) among our students require that school administrators, teachers, students, and parents take steps to ensure that these devices are used responsibly. These devices include, but are not limited to, electronic readers, digital music players, cell phones, netbooks, and tablets. This addendum to our existing Acceptable Use Policy (AUP) is designed to ensure that proper use of mobile devices, is clearly identified and addressed, ensuring the educational and safety benefits that mobile devices provide. The AUP for mobile devices also applies to students during school excursions, camps, and extracurricular activities.

It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document. Parents should be aware if their child takes a mobile device to school. Permission to have a mobile device at school while under the school’s supervision is contingent on parent/guardian submitting a signed copy of the Acceptable Use of Technology Policy Form and the Holy Savior Academy Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form.

Following are the acceptable uses for mobile devices at Holy Savior Academy:

- Mobile devices should be switched off and kept out of sight during classroom lessons unless expressly directed to make use of the devices to support learning and teaching activities by the supervising teacher.
- The Internet will be accessed via Holy Savior Academy-owned equipment only. Students are prohibited from accessing the school’s network and/or the Internet via their own electronic devices unless authorized by a Holy Savior Academy teacher or administrator.
- All downloads to personal electronic devices must be completed off school premises. This includes materials that may be required for school assignments.
- Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the school and must not disrupt classroom lessons with ringtones or beeping.
- Should there be repeated disruptions to lessons caused by a mobile device, the responsible student may face disciplinary actions as described in the AUP.
- Holy Savior Academy assumes no responsibility for lost, damaged or stolen devices owned by a student. Usage of a personal electronic device is at the owner’s risk.

### **Cheating and Plagiarism**

#### **Cheating**

To cheat is to give or receive assistance with an assignment, or during an exam, which is not authorized by the teacher. Examples include, but are not limited to:

- Referring to class materials during a test without the teacher’s permission
- Copying from another student’s paper or allowing another student to copy from your paper
- Attempting to secure copies of a test before the test date or securing a copy of a test before a test date
- Working together on an assignment without the teacher’s approval
- Submitting for a grade an assignment that was completed by another person or giving an assignment to another student so that he or she can submit it as his or her own work
- Discussing answers during a test

## **Plagiarism**

To plagiarize is to copy someone else's writing or ideas and to present them as your own. Types of plagiarism include:

- Copying word for word without giving credit to the author
- Paraphrasing without giving credit to the author
- Using language that is almost identical to the language of another author
- Plagiarism and cheating directly violate the Code of Honor. The student will receive a zero for the assignment. Additionally, violations may disqualify the student from that marking period's honor roll, if applicable, or from receiving academic achievement awards.

## **Diocese of Metuchen Discipline Policy**

Holy Savior Academy strives to foster an environment characterized by Christ-like behavior among our students. Students are expected to display respect for authority and one another and to behave in a cooperative manner at all times in order to develop lifelong traits of responsibility and good citizenship. Holy Savior Academy reserves the right to discipline students who through their behavior, lack of responsibility or conduct, infringe upon the rights of others in our school community. A student who disrupts the order of the school or violates school policy at any time including early drop-off, cafeteria, playground and on the bus will have to accept the consequences of their irresponsible actions. Any behavior or actions which violate the law, threaten or cause harm to other students or faculty/staff members, disrupts the welfare and progress of the school community or brings discredit to the school will not be tolerated. Such actions or other serious violations of school rules/policies may result in immediate expulsion or suspension. All discipline and corrective action plans are viewed as a positive effort between the home and school to improve student behavior. If the cooperative efforts of parents/guardians and school administration/faculty prove ineffective, the student will be subject to expulsion or may be denied re-admittance to school. Other corrective action plans may include suspension- in or out of school or recess detention. Parents will be notified of all suspensions or expulsions. The final authority in all cases and for all disciplinary actions rests with the Principal.

Holy Savior Academy conforms to the Discipline Policy promulgated by the Department of Education, Diocese of Metuchen, which is reprinted below:

“Students who choose to disrupt the order of the school, violate policies or regulations, or infringe on the rights of other students, interfere with the teaching or supervisory duties or staff, must accept the consequences, of these choices.

Students are expected to be respectful of others and others' property; be obedient to authority; be orderly; cooperate with students, teachers and all others within the school; act in appropriate manner; and behave in a fashion that reflects the teachings of the Roman Catholic Church.

Failure to meet these standards of conduct shall result in the application of the following disciplinary actions:

- School authorities shall follow procedures outlined in the Memorandum of Agreement which has been entered into by the Diocese of Metuchen, the school, and local law enforcement agencies. The behaviors cited below are a mere summary of the behaviors cited in the Memorandum of Agreement and are not intended in any way to supplement, revise, or supersede the specific language of that document.
  - Physical violence or the threat of physical violence;
  - Bringing weapons to school;
  - Bringing drugs to school;
  - Threatening another person with weapons, drugs, and/or violence;
  - On-going bullying and/or even one instance of bullying that presents an imminent danger to others;
  - Brings to school toys or other objects that can be dangerous or used as weapons.

- If a student engaged in any of the aforementioned acts, the Memorandum of Agreement requires that the principal or his/her designee: (a) call the local police department immediately upon being informed of the student's violation of this policy, (b) call the parents to inform them of what transpired, (c) call the appropriate administrator in the Catholic Schools Office, and (d) suspend student during the course of the police investigation. During the course of the suspension, the principal is required to collaborate with the Catholic Schools Office.
- Policy of the Catholic Schools Office requires that the school inform the parents/guardians that the parents/guardians must (a) arrange to have the child interviewed by a Certified Psychologist, and (b) present a letter signed by the Psychologist to the school principal to consider for reinstatement to school."

**Due to the provisions of the Memorandum of Agreement, Holy Savior Academy must implement the disciplinary actions outlined above when behavioral infractions occur. Parents will assist their children by helping them to realize the consequence of misbehavior in our ever changing society.**

### Code of Honor

Holy Savior Academy believes an Honor Code is a set of ideals that constitutes honorable behavior within the community. We believe that all members of our community can be trusted to act honorably.

Personal integrity forms the basis of our Honor Code. Each member is expected to be accountable to the virtues of responsibility, respectfulness, honesty, and mutual trust. Members should live honorably and encourage others to live honorably as well.

The school and home must be parallel in disciplinary outlook for the honor code to be effective. Once an infraction of the Honor Code has occurred, it is important for the student to learn the effect his/her decision will have upon himself/herself and others. As a result students may receive warnings, denial of privileges, detention, ins-school suspension, out-of-school suspensions, or expulsion. Holy Savior Academy asks each parent to help in the learning process by supporting the decisions of the administration and faculty if infractions of the Honor Code occur.

Actions that violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions and other severe violations of the school rules may result in immediate expulsion. Parental conferences, counseling, consultation and corrective action 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. At the same time, all students—even those who threaten or do violence—must be treated with dignity.

In all cases of vandalism, students and parents shall be responsible for all damage. This responsibility applies to the matter of books and supplies, as well as equipment, buildings and grounds.

### Policy on Bullying

The mission of Holy Savior Academy is to help students to understand the Catholic faith, live this faith and to extend this faith to others in love. We recognize that all members of our school community have a right to be treated with respect and dignity. We seek to provide an environment in which moral values are taught which help in forming Christ like character.

Holy Savior Academy expects its students to conduct themselves in a manner that reflects our school motto, respect, justice and responsibility, at all times. We reserve the right to review cases of off-campus student behavior that is detrimental to the reputation of the school.

Bullying is not acceptable behavior at Holy Savior Academy, in-route to and from school, or at school sponsored events. Bullying is defined as the intimidation of others by the real or threatened inflection of written, verbal, physical or electronically transmitted acts, emotional abuse, or through attacks on the property of another.

**An isolated incident, however egregious, is not Bullying. Numerous acts of misconduct against different students do not constitute Bullying. Such conduct may warrant disciplinary action but is not bullying. Bullying is the repeated use, by one or more students, of written, oral, or electronic expressions or physical acts or gestures of any combination thereof, with the intent to ridicule, harass, humiliate, or intimidate a student.**

We expect that students' behaviors should reflect the child's age, level of development, and maturity. Consequences will take into consideration these factors. Consequences for students who have committed acts of bullying may range from behavioral interventions up to and including suspensions or expulsion.

The principal and teachers are responsible for receiving reports of acts of bullying. Acts of bullying can be reported to any school employee who will in turn report the act. The principal or designee will conduct a prompt and thorough investigation of the alleged incident of bullying. In doing so, the principal or designee will determine if the incident violates the school Code of Honor. Consequences and appropriate remedial actions for students who commit an act of bullying include positive behavioral interventions, removal from a classroom, meeting with parents, after school detention, to suspension or expulsion.

### **Substance Abuse**

Holy Savior Academy recognizes that the misuse of drugs, tobacco, steroids and alcohol has a deleterious effect on students and staff and jeopardizes the welfare of the entire school community. The school is committed to the prevention of drugs, tobacco, steroid and alcohol abuse through educational means and other appropriate programs. The school will take necessary and firm action to protect the school community from harm and from exposure to the negative aspects of drug, tobacco, steroid and alcohol use/abuse. The school prohibits the use, possession and/or distribution of drugs, tobacco, steroids, or alcohol on school premises, at any event away from the school that is sponsored by Holy Savior Academy and on any transportation vehicle provided by the school. A student who is suspected to be under the influence of or in possession of drugs, steroids, alcohol or tobacco will be reported immediately to the principal. Parents will be contacted immediately. When deemed necessary, students will be suspended and will not be permitted to return to school without the written statement of an examining physician.

## **Student Performance Assessments**

### **Explanation of Grades**

Report cards include an interpretation of grading symbols. Parents/guardians and students should understand these interpretations and discuss them with the teacher(s) when warranted. Parents should know how specific grades were arrived at by the teacher, including the overall percentage weight of such activities as testing, class participation, projects, etc. These will differ by subject, teacher, and student age levels. To discuss student achievement and proficiency effectively, a clear understanding of what the numeric or letter symbol means is important.

### **Grading Scale**

#### **Kindergarten**

C = Consistently Observed

S = Sometimes Observed

P = Practice and Support Needed

NA = Not during this marking period

### **Grades 1 - 2**

O = Outstanding

VG = Very Good

G = Good

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

P = Practice and Support Needed

### **Grades 3-8**

A+= 97-100

A= 93-96

B+= 89-92

B= 85-88

C+= 80-84

C= 75-79

D= 70-74

F= 69 and below

- Indicates an area in need of improvement

+ Indicates exemplary performance

### **Ancillary Subjects**

O- Outstanding

G- Good

S- Satisfactory

N- Needs Improvement

U- Unsatisfactory

NA- Not applicable

- Indicates an area in need of improvement

+ Indicates exemplary performance

### **Incomplete Grades**

A student will temporarily receive an “incomplete” grade for course requirements that have not been completed either because of extended illness or for some other legitimate reason that has been approved by the teacher in consultation with the principal. If the incomplete work is not made up in the time specified by the teacher, the “incomplete” is translated into a grade that gives no credit for the missing work.

### **Standardized Testing**

The Diocesan Standardized Testing Program, the IOWA Test, is administered to students in grades 1 through 8 in the spring.

## **Progress Reporting**

### **PowerSchool**

Holy Savior Academy utilizes the PowerSchool Student Information System which is an established, internet-based program from Pearson School Systems that allows parents to review their children’s school performance and attendance online. It is the parents’ responsibility to attend an informational workshop on the PowerSchool program which is required before obtaining the login/password. Additionally, it is the parent’s responsibility to review grades online. This provides insight into the academic progress of the child and serves as a means of communication between home and school.

Any discrepancy in grades must be addressed with the teacher within one week of the issuance of report cards. Otherwise, report card grades will not be changed.

### **Report Cards and Parent/Teacher Conferences**

Report cards are issued four times as indicated on the Diocesan School Calendar. Parent-teacher conferences are scheduled after the first marking period in order for dialogue concerning the child's progress to take place. Parents or teachers may request conferences thereafter. It is only when both teacher and parent work together for the overall good of the child that the student will benefit in a positive manner.

### **Honor Roll**

Students in grades 3 - 8 may be on the Principal's List and Honor Roll. Principal's List consists of students who receive A+ or A's in every major subject for the marking period (Religion, Math, Language Arts, Social Studies, and Science). Satisfactory grades in ancillary subjects are also required.

Honor Roll consists of students who receive A's and B's in every major subject for the marking period. Satisfactory grades in ancillary subjects are also required.

### **Promotion/Retention**

In Grades K-8 promotion will be primarily on the basis of ability to do the work with consideration of maturity and social development. Eighth grade graduation is dependent upon a student's successful completion of the requirements of study prescribed by Holy Savior Academy, the Diocese of Metuchen, and the State of New Jersey, Department of Education.

Retention of students in Grades 4-8 is considered when a student fails two or more major subjects (Math, Language Arts, Social Studies, Science, Religion) for the year. Retention of students in Grades 1-3 is dependent upon achievement in Language Arts and Math.

Consultation about retention among teachers, administration, and parents should take place as early as possible during the first and second marking periods. Follow-up teacher/parent conferences to evaluate academic progress of the student should be held throughout the year.

### **Class Placement**

Class assignments will be determined by the teachers and administration. Parental requests will not be guaranteed due to consideration of the overall make-up of the class.

## **Homework Policy**

### **Homework**

Assignments are given in order to ensure assimilation of the subject matter taught in class and to provide reinforcement. It is imperative that each student possesses a homework assignment pad in which he/she enters the assignment and the date on which it is due.

Parents/guardians are asked to provide a quiet place free from distraction and are expected to supervise and check studies. All tests are to be signed by a parent/guardian and returned to the school the next day.

Normally homework is given every day. Weekend and holiday assignments are given at the discretion of the teacher. Long-range projects may extend over the weekend or a holiday. It is important that your child develop the habit of doing his/her homework carefully and completing it on time.

### **Homework Time Schedule**

Grades 1 – 2	Approximately 30 minutes
Grades 3 – 4	Approximately 45 minutes
Grades 5 – 6	Approximately 80 minutes
Grades 7 – 8	Approximately 120 minutes

### **Incomplete Homework**

A student who has been absent is required to acquire and complete all assignments. Students shall have the opportunity to make up tests when they return to school. School policy allows a period of time equal to the number of absent days to submit due homework (A student absent two school days would have two school days to submit due assignments.) Parents may wish to pick up homework assignments at the end of the day a student is absent. This may be requested through the school office. Teachers will send assignments and materials to the school office to be picked up at dismissal. Please do not request assignments earlier than dismissal time.

Incomplete or missing homework will limit student and negatively affect achievement. Teachers and parents need to communicate quickly if assignments are not being completed in a timely way.

### **Home Instruction**

If a student is to be absent from school for an extended time (two or more weeks) due to illness or hospitalization, the parent/guardian should contact the school for information about home instruction. This may be provided by the Middlesex County Education Commission.

## **Student Records**

### **Access/Viewing**

A parent/guardian has the right to view his/her child's a) academic record, b) academic standardized test results, c) health records and d) emergency sheet (emergency phone numbers, etc.). These records can be made available upon request, but they do not leave the building. Please call the office in advance.

### **Transfers**

Parents are requested to notify the School Office in advance of a request to transfer. A transfer form will be completed and signed by the principal. The parents submit this form to the new school. The new school will then request the student's transcripts from Holy Savior Academy. If the transfer is due to a change of residence, the new address must be provided. The last date the child will be in attendance at Holy Savior Academy School is also required.

### **Transcripts**

Transcripts of academic and health records may not be given directly to the parent/guardian in the event of a transfer. A request for transfer must be submitted in written form by a parent/guardian. Transcripts will be sent directly from school to school when the sending school receives an official written request from the receiving school. If the parent/guardian does not submit a request for transfer that includes an authorization to send a transcript, the receiving school must secure permission from the parent/guardian to request the transcripts from the "sending" school. Re-admittance to the school is left to the discretion of the principal.

High school applications, including letters of recommendation, processed by Holy Savior Academy, will be sent directly to the high school(s) requested. Students and parents should take note of this prior to requesting information and be sure all parts of the application, including relevant signatures, are completed.

### **Government Records**

Records attached to publicly funded services provided through the local Board of Education such as Child Study Team Reviews, Compensatory Education, Speech, English as a Second Language, etc., are the property of the local Board of Education. A parent/guardian who wishes to examine these records or procure additional copies for his/her own use must apply to the local Board of Education. The School is not permitted to distribute this information to anyone, not even to a parent/guardian.

Parental cooperation is essential for the welfare of students. Normally, a child is not deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, the Principal may require the dismissal of a student when parents/guardians have been persistently and overtly uncooperative regarding school policies, regulations, or programs. Student dismissal may also be required when parents/guardians have interfered in matters of school administration to the detriment of the school's ability to serve their own or their children. If, in the opinion of the administration, parent/guardian behavior interferes with the teaching/learning process, the administration may require parents/guardians to withdraw their children and sever the relationships with the school. Harassment of administration, teachers, or students by parents/guardians may result in the dismissal of students. Tuition and fees will not be refunded if student is dismissed.

### **MISCELLANEOUS**

#### **Asbestos Management Plan**

The School's Asbestos Management Plan is on file in the School Office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

#### **Publication of Student Names/Pictures**

Photo Release Approval is required for all Holy Savior Academy students. A Do Not Photograph form is available from the school office and online.

#### **Amendments to Handbook**

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice of any changes or amendments to this handbook.



