

“Nurturing Souls. Enlightening Minds.”



Parent/Student Handbook of Ironbound Catholic Academy

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Table of Contents

FOREWORD	
BELIEFS AND MISSION STATEMENT	
POLICY OF NON-DISCRIMINATION	1
PURPOSE AND USE OF HANDBOOK	1
AMENDMENTS TO HANDBOOK	1
HISTORY	1
ADMISSIONS	2
TUITION	3
POLICY ON ADMINISTRATION OF MEDICATION	3
NURSE	4
ILLNESS OR INJURY	4
ARRIVAL AND DISMISSAL	4
ATTENDANCE	5
EMERGENCY CONTACT INFORMATION	5
CHANGE OF ADDRESS/ TELEPHONE	5
EMERGENCY CLOSINGS	5
EMERGENCY DRILLS	6
COURT ORDERS	7
DRESS CODE	7
PHYSICAL EDUCATION	8
DISCIPLINE	8
STUDY SKILLS	11
STUDENT INCENTIVES	11
AWARDS	11
HOMEWORK	11
MAKE-UP WORK	12
REPORT CARDS	12
PARENT-TEACHER CONFERENCES	12

SUBSTITUTE TEACHERS	12
PROMOTIONS AND RETENTIONS	13
OFF-LIMIT AREAS	13
LEAVING SCHOOL	13
WALKING/DRIVING STUDENTS	13
LOITERING	13
PLAYGROUND RULES	13
RECESS POLICIES	14
TECHNOLOGICAL EQUIPMENT	14
OFFICE TELEPHONE	14
CELL PHONES AND OTHER ELECTRONIC DEVICES	14
UNAUTHORIZED ARTICLES	14
VALUABLES	15
VANDALISM	15
VISITORS	15
WITHDRAWALS	15
STATIONERY SUPPLIES	15
MONEY MATTERS	15
PICTURES	16
FIELD TRIPS	16
FIGHTING	16
CLASSROOM PARTIES	16
GUM	16
LOST AND FOUND	16
PARENTAL RIGHT TO SCHOOL RECORDS	17
HOME-SCHOOL ASSOCIATION	17
PARENT VOLUNTEERS	17
EIGHTH GRADE INFORMATION	17
MANDATORY- PROTECTING GOD’S CHILDREN	18
ASBESTOS MANAGEMENT PLAN	19
APPENDIXES	

Foreword

Our goal at Ironbound Catholic Academy is to provide a Christian atmosphere of learning in which doctrine is taught as well as lived.

It is important that each student develops self-discipline and is accountable for his/her actions.

We encourage involvement of parents as partners in education, and they are regarded as vital members of our school community.

It is the responsibility of the parent/guardian to read this entire handbook. Keep it accessible so that you may refer to it when needed. It is your responsibility to be sure your child knows and follows the guidelines established in this document. Please be advised that, upon signing the enrollment contract, you agree to accept the rules, regulations, and procedures of Ironbound Catholic Academy.

POLICY OF NON-DISCRIMINATION

Ironbound Catholic Academy admits students of any race, color, religion, national or ethnic origin, gender, and disability to all the rights, privileges, programs, and activities/ generally accorded or made available to students at the school. Ironbound Catholic Academy does not discriminate on the basis of race, color, national or ethnic origin, gender, or disability in the administration of its educational policies, administration policies, scholarship and loan programs, and athletic and other school-administered programs.

PURPOSE AND USE OF HANDBOOK

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

AMENDMENTS TO HANDBOOK

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

HISTORY

Ironbound Catholic Academy is a Middle States Accredited school. It was opened September 2005 as a result of a merger between: Academy of St. Benedict, St. Casimir Academy, and St. Lucy Filippini Academy. Students from the three schools began classes at the St. Casimir site. The new venture was initiated as a means to maintain a Catholic identity within the Ironbound section of Newark. The school continues to provide a Catholic education for children in the east district of the city.

ADMISSIONS

Ironbound Catholic Academy gives preference to currently enrolled students and siblings for the upcoming school year. Upon enrollment of a student for the upcoming school year, his/her parent/s is/are asked to sign the **Enrollment Contract**.

New Students

New students, entering I.C.A., are required to submit a complete physical examination to the school nurse on or before beginning school.

Catholic Students

Catholic students should submit a baptismal certificate and any verification of receptions for any additional sacraments.

Non-Catholic Students

Non-Catholic students are welcomed at Ironbound Catholic Academy and are expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in Religion classes and liturgical services scheduled for students during the school year. Students baptized in another faith can also present proof of baptism for religious purposes.

Transfer Students

In addition to all of the above items, a transfer notification, standardized test scores, and a most recent report card from the previous school are required. An interview with the Principal is also required for all transfer students.

General

New kindergarten students must be **5 years old by October 1 of the school year for which they are enrolling**. A physical examination is required when a student enters school for the first time. Age must be verified by a birth certificate, and immunization records must be complete. A baptismal certificate (if applicable) should also be presented at the time of registration. Upper level students, who are transferring from other schools, should provide copies of their academic records to ensure their admission to the proper classes and are required to complete an interview with the Principal.

An applicant, whose immunization record is incomplete, will not be admitted. All immunizations and vaccinations must be up to date, in accordance with the requirements of the State of New Jersey. Students, who are missing shots, will be excluded from school.

Immunization Requirements

- **DPT:** A minimum of four doses.
- **OPV:** A minimum of three doses, provided that at least one does is given on or after the fourth birthday.
- **Measles vaccine:** One dose administered on or after the first birthday.
- **Rubella vaccine:** Administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
- **Hepatitis B:** Implemented in a progressive manner until all students are immunized starting with entry into school. After the first dose subsequent doses are administered as required (second dose two months after the first dose, third dose 6 to 10 months after the first dose).
- **Varicella:** Children born on or after January 1, 1998 are required to have received one dose of varicella (chicken pox) vaccine, no earlier than their first birthday, prior to entry into the school system.

TUITION

Families who enroll their children in grades K-8 at Ironbound Catholic Academy that wish to make monthly payments are required to participate in the SMART program. You must fill out the required form and submit it to the office. SMART allows you to choose the payment method that is best for your family. Payments are made by check, money order, or automatic deduction from your bank account.

Payments to SMART begin in July and end in April. Tuition for each school year will be announced. Payments for SMART will not be accepted in the school office. Report cards will not be issued if there is an outstanding balance with SMART at the end of a trimester.

POLICY ON ADMINISTRATION OF MEDICATION

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

- A parent or guardian should come to school to personally administer the medicine.
- If this arrangement is not possible, the school nurse or Principal or his/her designee will administer the medication under the following conditions:
 1. The medication must be given to the school nurse or Principal by the parent.
 2. The medication must be in the original pharmacy-labeled container.
 3. The medication must be authorized by a physician.
- If a student has a potentially life-threatening illness or condition for which he/she would have to self-administer medication, the parent/guardian and the student's physician must sign an "Authorization to administer medication in school" form. This form is available from the school. The parent/guardian must include a conference with the school nurse to discuss in detail the need for the medication.

NURSE

A school nurse's office is located in the building. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in vision screening. Please be sure to contact the nurse if your child is absent due to a communicable disease. Precautions may be taken to protect the other children.

ILLNESS OR INJURY

In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is needed, parents will be contacted. If the parents are not available, the child will be taken to the emergency room at the hospital. **Remember, an emergency phone number at which parents can be reached and the phone number of the student's family doctor must be on file and in the school office.**

ARRIVAL AND DISMISSAL

Parents have an option to send their child/children to Before Care services from 7:00am-8:00am. Students should arrive at school no later than 8:00am. Arriving after the bell is considered late and becomes a part of the student's record. Students, who are not picked up at 2:45pm, are sent to the After Care program. Charges for After Care are assessed at the current, prevailing rate for the school year, **per hour, per child**. Parents must provide a written consent for the child/children to walk home and/or to be picked up by an authorized person. The school is not responsible for children left unattended by their parents outside the building before or after school hours.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. The following list details the only circumstances recognized as excuses for school absence: 1) personal illness, 2) family illness, or 3) death in the family. The student is required to give advance notice to the school in order to be excused for any other type of absence. **Vacation/travel plans and doctor's appointments should not be made during school time.**

EMERGENCY CONTACT INFORMATION

In case of emergency, each student is required to have a current emergency information form on file. The form includes the following information:

- Parent or guardian name
- Complete up-to-date address
- Home/cell/work phones for both parents (must be working numbers)
- Emergency phone number of a friend or relative
- Physician's name and phone number
- Medical alert information

CHANGE OF ADDRESS/TELEPHONE

It is very important, for emergency and administrative reasons, that every student maintains an up-to-date address and telephone record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

EMERGENCY CLOSINGS

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The administration is aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances. Notification by phone has been most effective. **It is imperative that the school have working, in-service phone numbers for all of its students.** In unusual circumstances, when school must be cancelled during the school day, teachers will determine that for all students have a satisfactory transportation and supervision at home before releasing them from school.

EMERGENCY DRILLS

Emergency drills are conducted twice a month. Each month the school will conduct one fire and one security drill. Fire exits are marked in each classroom. Each class has an escape route to an outside area a safe distance from the building. Students are expected to remain orderly and quiet until asked to return safely to the building.

Fire Evacuation Procedures

General Rules

1. If any children are in the hall when the fire alarm sounds, those children should join in line with any exiting class. Once outside, the teacher of that class must then inform the appropriate teacher/s.
2. All teachers evacuate according to the posted instructions. These instructions should always be checked if you are in an unfamiliar room.
3. Once outside, the children should be taken to the assigned area away from the building.
4. The principal, custodian, and secretary, will check the bathrooms.
5. If children are outside the school when the alarm sounds, teachers should gather their classes and move away from the building. Entrances and walkways around the building must be kept clear.
6. There should be no talking during any alarm. It is important that all students and staff can hear verbal instructions.
7. Be sure to use all doors at an exit. If there are two doors, use two.

Primary Exit Routes

All exit routes are displayed by the classroom doorway. Be sure that you are familiar with these routes. The primary route is the route that should be followed. If the path is blocked, use secondary exits.

Secondary Exit Routes for the Second and Third Floor

If the primary exit route is blocked for any reason, a staff member should call out, "Other door", or, "other exit". This should be relayed down the line so that the class can reverse itself and now lead all others out of the building.

Emergency Use Only

If there is a dangerous situation, where the primary or secondary evacuation route is not available, the basement will be used to exit through the tunnel and consequently through the church exits.

During other emergency drills, students should maintain silence and displace, and follow required procedures/instructions for each respective drill.

COURT ORDERS

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.

DRESS CODE

Neatness and cleanliness in appearance are very much a part of the child’s education and are the responsibility of the parent, as well as the child. Students are not permitted to wear make-up, fingernail polish, or artificial nails. Girls with pierced ears may only wear post earrings. Hanging earrings are not permitted. Boys may not wear earrings. Students may not have a body piercing, such as nose, eyebrow, lip, or tongue rings. The school is not responsible for lost or stolen items. Boys’ hair must be neatly groomed and not fall below the color. Shaved-in designs and mohawks are not allowed. Neither boys nor girls are permitted to change the color of their hair. Highlights are not an exception.

All students must wear their school uniform. School uniforms must be purchased through the uniform supplier.

Girls

Girls in **grades K-4** are required to wear:

- Blue plaid split front jumper (with school logo) OR, during the winter months (November through March), navy blue flat-front slacks
- Blue short- Or long-sleeve Peterpan-collar blouse
- Navy blue V-neck cardigan sweater (with school logo)
- Navy blouse socks Or tights
- Flat, black shoes

Girls in **grades 5-8** are required to wear:

- Navy blue 2-panel skort OR navy blue 4-kick pleat skirt OR, during the winter months (November through March), navy blue flat-front slacks (mid-rise or regular)
- Blue short- OR long-sleeve polo shirt (both with school logo)
- Navy blue V-neck cardigan sweater OR navy blue V-neck sweater vest (both with school logo)

- Navy blue socks OR tights
- Flat, black shoes

Boys

Boys in **grades K-8** are required to wear:

- Navy blue sweat pants OR navy blue gym shorts
- Navy blue sweatshirt
- Ash grey gym T-shirt

Gym

In gym, **all students** are required to wear:

- Navy blue sweat pants OR navy blue gym shorts
- Navy blue sweatshirt
- Ash grey gym T-shirt

Uniforms are required each day. Designated “out of uniform” days will be noted on the monthly calendar. Even on “out of uniform” days, children should be properly dressed. Please be reminded that we are a Catholic school. If children are inappropriately dressed, parents will be called and a change of clothes will be required.

Not allowed in school: flip-flops, open-back shoes, boots (only with bad weather), open-toed shoes, sandals.

PHYSICAL EDUCATION

The staff at Ironbound Catholic Academy believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that our physical education program fosters development of good leadership, attitude, sportsmanship, and congeniality. Physical education classes are provided a minimum of once per week for all students.

DISCIPLINE

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at Ironbound Catholic Academy. Students are expected to act with courtesy and respect toward one another and all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control

and concern for the well-being of others. Home and school will work together to help students learn and live the qualities of responsible behavior and practice the elements of good citizenship.

A student, who chooses to disrupt the good order of the school or to violate a policy or regulation, will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the teacher and Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: disciplinary referrals or warnings, denial of privileges, or detention. Any teacher may assign an early or late detention. Only the Principal may suspend or expel a student.

Suspension

The Principal has the authority to suspend a student for failure to comply with school regulations. A discipline referral is issued immediately for minor infractions. If the Principal determines that the infraction is serious, a suspension may occur. After three referrals, the parent and student must have a meeting with the Principal. A student may be suspended immediately for the following:

- Disrespect to a teacher, staff, or fellow student
- Chronic violation of school rules
- Inciting other students to break school rules
- Forging a school document
- Persistent teasing or threatening of another student
- Sexual harassment
- Leaving school, school grounds, or classroom without permission
- Opening a door to permit a stranger into the building
- Abusive or obscene gestures or language
- Continued rudeness, defiance, disrespect
- Misbehavior at school assemblies, cafeteria, playground, class trips, etc.
- Tampering with fire alarms or extinguishers
- Throwing dangerous objects – including snowballs
- Misuse of the Internet
- Possession of pornographic materials
- Stealing
- Smoking
- Gambling

- Vandalism
- Truancy or cutting class
- Disrespect for the rights and property of classmates, including their right to learn
- Threatening the staff
- Bullying/cyber-bullying (**Anti-Bullying Policy: See Appendixes Section**)
- Violence

Minor infractions include but are not limited to the following:

- Chewing gum
- Dress code
- Failure to return correspondence requiring parent signature
- Lateness for class
- No homework

Expulsion

A student, who brings weapons, fireworks, or explosives to school, will be expelled. Bomb threats and serious cases of bullying will also lead to expulsion.

The police, Division of Youth and Family Services (DYFS) and Archdiocesan school office will be notified. Actions which 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 on the school will not be tolerated. Such actions or other server violations of school rules may result in immediate expulsion. The following procedure will take place:

- A conference with the parents, Principal, and teacher.
- The Principal will make the final decision regarding expulsion.
- The Principal will notify the Archdiocesan Superintendent of the intention to expel a student.

The possession, sale, or use of alcohol, drugs, or any other controlled substance on the school campus is strictly forbidden. **Violations of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies.**

Cheating

Cheating is a serious compromise of a student's integrity and will not be tolerated. IF cheating is discovered, the student's work will be confiscated. A failing grade will

automatically be recorded for the work and parents will be notified. A second offense will result in a suspension from school. Plagiarism is considered cheating.

STUDY SKILLS

A parent can help his/her child be aware of skills and techniques which make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

- Come to class prepared with pencil/pen, paper, notebooks, and textbooks.
- Be an active participant in class. Listen well and take part in class.
- Ask questions if you don't understand.
- Plan your day and schedule time for homework.
- Use what is learned and apply it to new situations.
- Strive to do your best work every day. "Getting by" is not a worthwhile goal.

STUDENT INCENTIVES

Ironbound Catholic Academy strives to recognize positive behavior and achievement. In addition to verbal praise, the individual student will be recognized in many ways. Certificates and special awards will be given to those students displaying achievement in scholarship, physical education, the arts, and citizenship. Teacher-generated glad notes will be given for classroom contribution and individual improvement. Students earn praise for positive contribution to overall classroom atmosphere.

AWARDS

Students receive special recognition at the school through a variety of award programs. These awards are intended to promote and recognize academic skills and school citizenship. Teachers and parents are expected to promote these awards as an encouragement and incentive for special effort and achievement by students. Recognition is given for academics, attendance, cultural awareness, and clubs to name a few.

HOMEWORK

Homework is important. It is an extension of the learning that takes place in the school. Homework can provide practice and drills that reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Parents should check their child's assignment book for pending tasks.

MAKE-UP

The school is obligated to provide make-up work for excused absences. Students or their parents are responsible for requesting make-up work immediately upon the student's return to school. If the dates of a student's absence are known in advance, the teacher should be notified and planned assignments may be given. A student may not make up work for an unexcused absence.

REPORT CARDS

Report cards for grades K-8 are issued at the end of each trimester. Please carefully and regularly review your child's progress on PowerSchool Parent Portal and contact the school if you have any questions regarding grades. Parent-Teacher conferences are scheduled following the completion of the first trimester. Parent/guardian attendance is very important and expected. A parent/guardian may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent/guardian. Please make every effort to meet with a teacher if you receive such a request.

PARENT-TEACHER CONFERENCE

Parent-teacher conferences occur during the school year. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. These conference times are very valuable to the overall education program. **Arranging an appointment ahead of time is very important. We ask parents not to detain a teacher when he/she is supervising students, as the safety of the students requires the undivided attention of the teacher.** Some parents are hesitant about participating in the conference, but teachers do a much better job if they can share the understanding of a student, directly with a parent. Parent conferences are encouraged and can be arranged through the school office. **For the safety of all students, parents/adults are to report to the office before going anywhere in the building.**

SUBSTITUTE TEACHERS

Each student will periodically be taught by a substitute teacher. The most common reason for using a substitute occurs when the regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be extra courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately. Parents need not be concerned about the presence of a substitute teacher in their child's class.

PROMOTIONS AN RETENTIONS

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention are 1) indifference or lack of effort on the part of a capable student, 2) physical or social immaturity, or 3) frequent or long absences. Retention is usually considered as a more positive alternative of retention has been discussion during the school year. Parents will be involving any retention decision.

OFF-LIMIT AREAS

Our school is maintained and operated for the benefit of our students. However, common sense and safety consideration dictate the designation of a few off-limit areas where students are not allowed. These areas include the boiler room, storage areas, inner office, teachers' lounge, kitchen maintenance area, trash collection area, and the parish garden of the schoolyard. Students are expected to refrain from visiting or playing in these areas.

LEAVING SCHOOL

Students are not allowed to leave school during school hours for any reason without the knowledge and consent of the Principal. Permission to leave the school grounds will only be granted with a written or verbal request from the student's parent or guardian. Students will be released only to designated adults. All adults must report to the school office to sign the child out.

WALKING/DRIVING STUDENTS

Students, who walk to school or are driven, should remain on the sidewalk at all times. Students should cross only designated areas with the help of a crossing guard. Stay between the white lines on the street for your safety. Remember the safety rules, walk with a friend, and never accept a ride with a stranger. Students who attend after school programs somewhere other than Ironbound Catholic Academy, required to wait with the supervising staff member until picked up by bus at the outside location.

LOITERING

Student should leave the school and school grounds promptly after dismissal. There should be no "hanging around" before or after school. Non-students are not permitted at the school at any time unless they have been registered as official guests in the school office.

PLAYGROUND RULES

Students are to remain on the black-top play area during recess. Supervising teachers are present for student safety. **No ball-playing, rough play, running, pushing or playing on the stairs allowed. All students must remain in the designated play areas at all**

times. No one should re-enter the building without the supervising teacher's permission.

RECESS POLICIES

Weather permitting, students at I.C.A. have recess each day. Decisions to have outside recess during cold weather depend upon temperature and wind chill factor. Always dress your child for outside recess. Inclement weather usually has students stay inside until lunch is completed. Students spend time watching a movie, playing a quiet game, drawing, etc. under the direction of the supervising teacher. All students with medical excuses will be allowed to remain inside the building during scheduled outside breaks.

TECHNOLOGICAL EQUIPMENT

In the future, our school will continue to have a growing amount of technological equipment. Proper care and security of the equipment/devices is essential in order to maintain the effectiveness of this aspect of our educational program. Students are not allowed to operate or be in possession of the technological equipment/devices without teacher approval. Use of equipment is restricted to school activities. (**Acceptable Use Policy: See and sign agreement in Appendixes section**)

OFFICE TELEPHONE

The office telephone is a business phone and is not to be used by students, except in emergency. Students are not allowed to use the phone to make personal arrangements, nor are they allowed to receive phone calls during school hours. After-school plans should be discussed with your child in advance. In emergencies, office staff may permit students to use the telephone.

CELL PHONES AND OTHER ELECTRONIC DEVICES

The use of cell phones and other electronic devices by students is prohibited during school hours. If the parent/guardian of a child allows him/her to have a cell phone, it should be turned off and kept in the child's book bag.

First violation: the parent will have to pick up the phone in the school office.

Second violation: the parent will have to pick up the cell phone in the office and pay \$25.00 charitable contribution

Third violation: the phone will be confiscated and not returned until the last day of school

UNAUTHORIZED ARTICLES

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. In general, students should not bring toys, video-games, iPods, mp3 players, etc. to school unless they are intended for a specific purpose

in the classroom at the teacher's discretion. The consequence for bringing unauthorized articles to school will be the same as for using cell phones.

VALUABLES

The school administration and staff cannot be responsible for valuables which students bring to school. It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring a substantial amount of cash or other important possessions to school, these items can be safeguarded in the main office.

VANDALISM

Our school and school equipment are private property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires vandal be paid for before a student is allowed to return to class. If a student accidentally causes damage, he/she should report it to the teacher immediately, so that the damage is not viewed as vandalism.

VISITORS

All visitors are required to report to the office upon entering the building. Parents are welcomed and encouraged to visit the school. However, in order not to interrupt instructional time, an appointment should be made prior to the visit. Early morning visits with the teacher must be concluded once the school day has begun, so that the teacher could properly supervise his/her class.

WITHDRAWALS

An application for withdrawal should be completed by the parents of any student who is withdrawing in the middle of the trimester. Teachers and staff will summarize the student's progress and prepare a transfer to the receiving school.

STATIONARY SUPPLES

School supplies are available for purchase daily, in the mornings at 10:00am in room # 207.

MONEY MATTERS

Money should always be placed in a sealed envelope. List the child's name, grade, the amount enclosed, and what the payment is for.

The cafeteria staff will record lunch payments as received. Lunch tickets will be issued to keep track of the payments.

PICTURES

Individual and group pictures are taken late in September or early October. Within six weeks, pictures will be available for purchase. School pictures generate a school ID card for Ironbound Catholic Academy. Graduation pictures will be taken in early winter and will be available for purchase four to six weeks after the picture-taking session.

FIELD TRIPS

On occasion, Ironbound Catholic Academy will sponsor and conduct field trips for educational enrichment of the students. These trips are designed to supplement different aspects of the classroom curriculum. The teacher/Principal has the authority to exclude any student from the class trip if he/she failed to display proper behavior. **No student may participate in the field trip unless a signed permission slip is submitted to the school before the event.** The permission slip is provided by the school. **Fees for the trip are payable before the day of the trip.** Students are required to wear appropriate school uniforms as approved by the homeroom teacher and office. Field trips will be supervised by teachers and/or parent chaperones. All chaperones are required to be in compliance with the Archdiocesan Child and Youth Protection Program.

FIGHTING

Fighting is strictly forbidden in the school or any designated area used by the school. Breaking this rule will result in an immediate and automatic suspension from the school. Parents will be notified of the suspension.

CLASSROOM PARTIES

All celebrations should be cleared with the principal. A brief note about the nature of the party should be written to the teacher as a courtesy. A treat for the students may be in form of cupcakes and drinks only. Instructional time should be considered when families want to include the class, especially in birthday celebrations.

GUM

The school has a three part policy which governs the use of gum during school hours:

- NO GUM!
- NO GUM!
- NO GUM!

Students are expected to comply with this policy at all times.

LOST AND FOUND

All clothing found in school, regardless of its value, is placed in the designated lost and found area- in room # 207. Parents are encouraged to visit the lost and found area during afternoon hours (3:00pm-5:45pm). Money, Jewelry, or any other articles of value are

turned into the office. Students may claim them after proper identification. All personal items should have the child's name inside to help with the identification. Students should not wear expensive jewelry with them to school, nor should they carry large amounts of money with them.

PARENTAL RIGHT TO SCHOOL RECORDS

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

HOME-SCHOOL ASSOCIATION

Ironbound Catholic Academy welcomes parents to the Home-School Association upon enrolling children at school. The Home-School Association meets as needed. The school recognizes the vital role of parent involvement in the success of school functions. Only parents, who are in compliance with the Archdiocesan Child and Youth Protection Program, will qualify to belong to the Home-School Association Executive Board.

PARENT VOLUNTEERS

Ironbound Catholic Academy considers parent volunteers as a very special resource. Parents are encouraged to help in all school and extracurricular activities. Please notify the school office if you have skills or time that you can donate to make our school a better place for students to learn and grow. However, only those parents, who are in compliance with the Archdiocesan Child and Youth Protection Program, will be permitted to volunteer.

EIGHTH GRADE INFORMATION

Parents' Meeting

Aside from the school-wide meetings and/or assemblies, parents of the graduating class have meetings to discuss and decide on class activities and other pertinent issues.

COOP Exams

All 8th graders are required to take the COOP Exam. Parents pay for its fee. Its result is the only record sent for high school admission, whether Catholic, public, or other private schools.

Request to Transfer Records

The school will distribute a form letter requesting records to be transferred, to be signed by the parents. Completed forms must be sent to the office at a specific time, as all records are sent to various high schools according to a strict schedule.

Graduation

In order to graduate from Ironbound Catholic Academy, all requirements must be met: academic requirements, attendance, school program involvement, and financial obligations. School program involvement includes service as a member of class patrol or safety patrol, service as an altar server, participation in assemblies, and other related activities. Major cases of unsatisfactory conduct and attitude will also be considered in determining a student's eligibility to participate in graduation celebrations.

Awards

Students achieving the highest sets of grades for the current academic year will comprise the Year Honor Roll of the graduating class.

Aside from the Honor Roll, accomplished students in various subject areas are also awarded as well as the recipients of the Principal's Awards.

As of June 1st of 2019, there will be no grade ranking. Honor Roll will remain in place.

Awards are not only confined to academics. Students also receive Certificates of Special Recognition for service, talents, leadership, and contributions to their class as well as to the school and/or respective community or neighborhood.

The school holds the responsibility of providing the medals and certificates that accompany the awards.

Class Ring, Yearbook, Trip, and Banquet

Having a class ring, publishing a yearbook, and holding a class trip and banquet are not mandatory. They are dependent on the parents' approval, like any other relevant concern involving the graduating class. All are done upon consultation with and approval of the school.

Fundraising

Fundraising activities are conducted to help the 8th grade class ease rising expenses. These include bake sales, raffles, and dances. All are done upon consultation with and approval of the school.

MANDATORY – PROTECTING GOD'S CHILDREN

Protecting God's Children is a child abuse prevention and awareness program that is required of all Ironbound Catholic Academy employees and volunteers. Any parent who wishes to volunteer, take class trips with his/her child, or serve as a sports coach must take the "Protecting God's Children" workshop. Registration must be done online at www.vitrusonline.org. Parishes holding the workshops are listed.

The above is the first required step. The second mandatory step is filling out the Volunteer Application and the signing of the Acknowledgement of Archdiocesan Policies.

ASBESTOS MANAGEMENT PLAN

The school's Asbestos Management Plan is on file in the school office as required by the federal Asbestos Emergency Response Act (AHERA). This document is available upon request.

APPENDIXES

Ironbound Catholic Academy

ANTI-BULLYING POLICY

Ironbound Catholic Academy is committed to a safe educational environment for all students, employees, volunteers, and other stakeholders free from harassment, intimidation or bullying. It is the policy of Ironbound Catholic Academy to prohibit harassment, intimidation, and bullying by any means, including, but not limited to, electronic, written, oral or physical acts, either direct or indirect, when such acts physically harm or psychologically distress a student/s and/or property, substantially interfere with a student's education, threaten overall educational environment or well-being of a person/s, and/or substantially disrupt the operation of the school.

Bullying is defined as behavior toward another person that is intentional, repetitive, and hurtful resulting in an imbalance of power between the bully and the target. It is further defined as: unwanted, purposeful, written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing words or gestures, by an adult or student, that has the potential to create an intimidating, hostile, or an offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve but is not limited to:

- Cyber bullying
- Cyber stalking
- Demeaning comments
- Drawings
- Gestures
- Innuendos
- Jokes
- Physical attacks
- Pranks
- Public humiliation
- Rumors or spreading of falsehoods
- Sexual, religious, or racial harassment
- Slurs
- Social exclusion
- Stalking
- Theft
- Unwanted teasing
- Verbal or written threats

DEFINITIONS

An aggressor is a student who engages in bullying, cyber bullying, or retaliation.

Bullying is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture or any combination thereof, directed at a target such that it:

- Causes physical or emotional harm to the target or damage to the target's property
- Places the target in reasonable fear of harm to himself or herself or of damage to his or her property
- Creates a hostile environment at school for the target
- Infringes on the rights of the target at school
- Materially and substantially distracts the education process or the orderly operation of school

Cyber bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, E-mail, instant messages, text messages, and Internet postings.

A *hostile environment* is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Examples of consequences for students found to be in violation of the anti-bullying policy include but are not limited to:

- Admonishment
- Temporary removal from the classroom
- Loss of privileges
- Classroom or administrative detention
- Disciplinary referral
- Suspension
- Expulsion
- Legal action

AUTHORIZATION TO ADMINISTER MEDICATION IN SCHOOL
(TO BE KEPT CONFIDENTIAL UPON COMPLETION)

NAME OF STUDENT: _____ GRADE: _____

DIAGNOSIS/ILLNESS: _____

DOSAGE: _____ FREQUENCY: _____

SPECIAL DIRECTIONS: _____

POSSIBLE SIDE EFFECTS: _____

.....
I certify that the above information regarding this student is correct, and that the administration of medication to this student is necessary.

(Signature of Prescribing Physician)

(Date)

(Address)

(Phone)

.....
I/We authorize the school nurse or, in his/her absence, the principal to administer the above medication as indicated. I/We understand and agree that the school, the school nurse and the principal shall not be liable for any injury to the student resulting from the administration of the medication as authorized by my signature below.

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

(Date)

ACCEPTABLE USE POLICY FOR TECHNOLOGY

The use of computer services at Ironbound Catholic Academy is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services at all times. Network and computer services include but not limited to: use of personal and school computers and peripherals, the Internet and/or E-mail and all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

Ironbound Catholic Academy holds specific expectations for students at each grade level regarding their use of computers before, during and after school in the computer lab, library or classroom. The following Rules of Conduct apply to information services. Students:

- May not reconfigure or tamper with the network system in any way, or attempt to access or alter files without proper authority.
- May not unlawfully copy software or information.
- May not use illegal software.
- Must site properly all information that is acquired from electronic sources and used in their assignments.
- May not use non-school software, disk drives, computers, or other equipment unless cleared to do so by the school technology coordinator/administrator.
- Must comply with other addition guidelines as stipulated by the school.

Failure to comply with these standards or acceptable use of technology at Ironbound Catholic Academy will result, at the very least, in suspension or withdrawal from network privileges.

I, _____, have read and understand the
(Student's Name)

ACCEPTABLE USE POLICY for Ironbound Catholic Academy and agree to abide by its terms.

Signed: _____ Date: _____

As the parent of _____, I have read the **ACCEPTABLE USE POLICY** for computer network at Ironbound Catholic Academy and understand that this access is designed for educational purposes. I recognize that it is impossible for Ironbound Catholic Academy to restrict access to controversial materials, and I will not hold the school or its agents responsible for any such material acquired on the network.

I hereby request that Ironbound Catholic Academy gives my permission for my child to use technology for educational purposes.

Signed: _____ Date: _____

Please sign and return this form within thirty days. Failure to do so will result in your child not having the right to use the computer network services.

STUDENT ENROLLMENT POLICY-SEXUALITY

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at website for the United States Catholic Conference of Bishops.¹

Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity.” (§2393, Catechism of the Catholic Church).

“Except within a valid marriage between a man and a woman (see, e.g. Sections 2360-2363, Catechism of the Catholic Church), Christ is the model of chastity, which all are called upon to emulate. See, e.g. Sections 2392-2397, Catechism of the Catholic Church.”

If a student’s expression of gender or sexual identity should cause confusion or disruption at the Catholic School, if it should mislead others, cause scandal or have the potential for causing scandal, then the matter will be discussed with student and his/her parents. If not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the student will be expelled from the Catholic School after the parents are first given the option to immediately withdraw the student from the school.

¹ www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/

Parent/Student Handbook

Acknowledgment and Agreement Form

ACKNOWLEDGEMENT AND RECEIPT

I acknowledge receipt of the Handbook containing the policies, rules, and regulations for Ironbound Catholic Academy. I have read the Handbook or will read it as soon as possible. I understand and agree that the Handbook is binding on the students and parents during the upcoming academic year. I understand and agree that the administration will have the authority set forth in the Handbook.

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

Signature of Student(s)

Family Name

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

(Date)

PARENT PERMISSION FORM FOR FIELD TRIP PARTICIPATION

Dear Parent or Legal Guardian:

Your son/daughter is eligible to participate in a school-sponsored activity requiring transportation to a local away from the school building. This activity will take place under the guidance and supervision of employees from Ironbound Catholic Academy. A brief description of the activity follows:

Description of What Will Take Place:

Name of Event: _____

Destination: _____

Designated Supervisor of Activity: _____

Date and Time of Departure: _____

Date and Anticipated Time of Return: _____

Method of Transportation: _____

Student Cost: \$ _____ **Chaperone Cost:** \$ _____

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal liability that may result from any personal actions taken by your child. **PLEASE BE ADVISED – THAT ONLY PARENTS WHO ARE IN COMPLIANCE WITH THE ARCHDIOCEAN CHILD AND YOUTH PROTECTION PROGRAM WILL BE ALLOWED TO CHAPERONE.**

To whom it may concern:

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

I understand and agree that in the event that my child should suffer injury of any sort while participating in the event described above, unless such injury is solely caused by their intentional conduct, I agree to release and hold harmless, and not pursue any claims against the school/school group in this activity, or any of its agents, servants, or employees, as a result of such injury.

(Print Parent's/Guardian's Name)

(Parent's/Guardian's Signature)

(Date)

Please return this entire form by: _____

(Student's Name) (Grade)

ALLERGIES AND OTHER MEDICAL CONDITIONS:(Please explain checked items below. If necessary, use other side of this form.)

ALLERGIES ASTHMA DIABETES HEART PROBLEMS RECURRING ILLNESS OTHER

MOTHER'S CELL PHONE: _____

FATHER'S CELL PHONE: _____

EMERGENCY CONTACT INFORMATION

(Name)

(Phone Number)

(Name)

(Phone Number)

I.C.A.'s Mission / Vision

The mission of Ironbound Catholic Academy is to nurture souls and enlighten minds of children from diverse backgrounds in the likeness of Christ, through the support of our school community.

Beliefs / Core Values

We believe that:

- The core of our mission is Christ.
- Children are unique individuals with varied learning styles.
 - All children have the right to a safe and secure learning environment.
 - Self-esteem is vital to the child's successful well-being.
- Family is an essential partner in the development of the child.
 - Positive values are strengthened by our Christian faith.
- Variety of school activities reinforces the inherent creative traits of the well-rounded child.
- A diversified education challenges the whole child spiritually, intellectually, emotionally, socially, and physically.
- The school is a link to the community by promoting charitable and service-oriented activities.
 - Appreciation of cultural diversity leads to acceptance of individual differences.
- School experiences prepare children to become life-long learners in today's ever changing society.