

Parent/Student Handbook



Academy of St. James of the Marches

400 Totowa Road
Totowa, New Jersey 07512
973-956-8824
WWW.ACADEMYOFSTJAMES.ORG

Revised 2017

Mission Statement

The mission of the Academy of St. James of the Marches is to guide our students to grow in their Catholic faith, knowledge, and to be of service to others.

School Hours

Pre-K – Grade 8	8:00 AM – 2:30 PM
Before Care	7:00 AM – 7:45 AM
After Care	2:30 PM – 6:00 PM
Minimum Day Dismissal	12:00 PM
Delayed Opening	10:00 AM
Delayed Opening Before Care	9:00 AM

Contact Info

Telephone Number	973-956-8824
After Care Number	973-956-8040
Fax Number	973-956-9430
SMART Tuition	1-888-868-8828
Web Site	www.academyofstjames.org

Registration

Admission Prerequisites:

Age Requirements:

Pre-K Three-Year Old Program: 3 by October 31st

Pre-K Four-Year Old Program: 4 by October 31st

Kindergarten: 5 by October 31st

Grade 1: 6 by October 31st

Requirements for Registration:

Baptismal Record

Health Data

Standardized Test Scores

Transfer & Transcript (if child is coming from another school)

Registration Fee (non-refundable)

Report Card

** Testing in some academic areas may be held for new incoming students.

Immunization Requirements:

Pre-K 3 & Pre-K 4

- DTAP – Four (4) doses required
- Oral Polio – Three (3) doses required
- MMR – One (1) dose required
- Haemophilus B – One (1) dose required (12-59 months)
 - Two (2) doses if given earlier
- Varicella – One (1) dose required
- Pneumococcal – Two (2) doses if child attended day care as an infant
 - One (1) dose if child attended day care after the age of one

Kindergarten

All of the above plus:

- MMR
- DTAP
- Polio
- Hepatitis B (2 or 3 doses)

Grade 6 or after child's 11th Birthday

All of the above plus:

DTAP and Meningococcal

General Information

Attendance & Punctuality

Regular attendance and punctuality are important. More than 3 days absence in each quarter, without serious reason, is considered poor attendance. Parents must call between 7:30-8:30 AM if a student is to be absent. An absentee note is required the day a student returns to school. A doctor's note is required for absences lasting longer than 3 days. Students should be fever free for 24 hours before returning to school. Every effort should be made to avoid vacations during the school year. Excessive absence (16) days or the equivalent of 16 days including tardies, can be cause for a student to be retained in the current grade for another year.

Arrangements should be made with the teacher for make-up work. The student and parent are responsible for content missed during absences.

Tardiness creates distractions for the students as well as the classroom teacher. A student is marked late if s/he is not in school by 8:10 AM. A student who is late must obtain a late pass from the office. Students must be signed into school by an adult after 8:10. You **MUST** accompany your child into the building if you arrive after 8:10.

After care & Before care

Students will be admitted into the building at 7:00 AM to 7:45 AM for Before Care **through the Totowa Rd. door**. Students arriving at 7:45 must use the door on Killian St. The side door will be locked at all times. In the event of inclement weather, Before care begins at 9 AM. After Care begins immediately after school and ends at 6:00 PM. Punctuality is expected. An additional fee of \$5.00 will appear on the monthly statement for each 15-minute interval after 6:00. A parent or guardian must sign out students. Students are expected to follow all school rules while attending Before/After Care. Students are picked up through the door on Totowa Rd. **Once students arrive at aftercare they are not permitted to go upstairs for any reason. Students are responsible for bringing all books and materials with them when they leave their classroom. No exceptions will be made.**

Birthday Celebrations

Students in Prek – grade 8 may come to school dressed out of uniform on their birthday. Birthday treats may be brought in for students as long as they follow the Child Nutrition Program guidelines which are posted on our school website.

Care of Books & School Property

Students are responsible for the care of school property. Desks may not be written on; stickers may not be placed on desks, lockers or books. Notebooks may not be stored within a textbook. A fee will be charged for books or property which is lost or damaged.

Cellphones

Cell phones are **not** permitted in the classrooms during the school day, **nor are they permitted in Before/After Care**. A student may bring a cell phone to school to be used after school hours (not on school property). The cell phone must be kept in the off position. Cell phones are collected daily in the classroom. Any cell phones brought to aftercare **MUST** remain in the students' backpack at all times. **The principal and designee reserve the right to confiscate cell phones to be returned to a parent or guardian.**

Change of Address

Any change of address or telephone number, as well as changes in employment or emergency contact information **must be promptly reported to the office.**

Child Abuse

In accordance with the Title 9NJ Statutes (NJ9: 6-8.10 and NJS, 9:608.13) the Academy will report any **suspicion** of child abuse or neglect to the proper agency.

Child Nutrition

The Child Nutrition Program offers breakfast, lunch, and snack for students. Parents can apply for free or reduced lunch. Meals are prepared in accordance with State Guidelines.

Church Attendance

We are a Catholic school. Prayer is important and attending Sunday mass is an *obligation*. *Modeling our faith is vital to nurture this growth in our students.* **Mandatory mass dates will be announced at Back to School Night. Students are required to participate.**

Clubs

Students in Grades 3-8 may join an after school club moderated by the teachers. A nominal fee for supplies is required along with signed permission slip. Appropriate behavior is expected during Club sessions. Teachers reserve the right to deny a student access to a Club due to poor behavior. No students will be permitted to join a club once the deadline has passed.

Communication

It is important that parents and school personnel communicate frequently and effectively. The Academy has several means of keeping parents informed about school programs and policies as well as the progress of the students. The posts and links on our website contain essential information including *Class Pages* where parents can access their students' assignments and class announcements. You will also find weekly information from the principal under the News and Notes section. News and Notes is posted every Tuesday. **The website should be checked often.** Formal conferences are scheduled after the first marking period. Parents should feel free to contact a teacher to make an appointment for a conference as the need arises. Parents may contact a teacher via e-mail. E-mail addresses are posted on our website. Teachers are not available for unscheduled morning conferences.

A weekly folder system is currently in place to ensure the delivery of all school bulletins and flyers, to the home each Tuesday. The oldest/only child in the school will receive the folder. Return the signed, folder to school the following day with any return correspondence. Parents have an opportunity to see their child(ren)'s work each Tuesday in the Test Folder. Please sign and return the tests AND Test Folder the following day.

Daily Morning Procedures

Students in Grades Pre-K - 8 assemble in the auditorium. A teacher is on duty beginning at 7:45 AM. Students are expected to enter the school in an orderly fashion.

Drop-off Procedure

Parents who wish to "drop and go" may do so on Killian Place beginning at 7:45. Students must exit via the passenger side door onto the sidewalk, and go directly to the door on Killian Place. **This procedure is strictly for express drop-off only; students must be prepared to immediately exit the vehicle upon stopping. NO PARKING ON KILLIAN PLACE.** A teacher will be on duty at 7:45. The parking lot is available for parents who wish to park and walk their child to the door. However, **no one may exit the parking lot onto Killian Place. For the safety of our students, only students are permitted to enter the building in the morning.**

Daily Prayer

Prayer is an integral part of our daily procedures. Each day begins and ends with prayer.

Discipline Code

Use common sense and courtesy. Practice the *Golden Rule* at all times: Treat others, as you want to be treated. The purpose of discipline at The Academy of St. James of the Marches School is to encourage self-discipline. The Academy of St. James of the Marches strives to create an environment conducive to learning in which mutual rights and responsibilities of students are recognized and upheld. Rules are based on respect for one another, the safety of every student, and the goal of academic excellence. In order for each student to develop their potential for constructive Christian leadership, they must be assisted in their personal growth in the area of self-discipline. Included in this are organization of tasks, acceptance of individual responsibility and accountability for personal actions. Therefore the students of The Academy of St. James of the Marches will:

- Use appropriate/courteous language: oral, written or gestured
- Respect the belonging and works of others
- Observe classroom rules
- Respect adults and students in school or any related functions
- Dress appropriately, according to Catholic morals
- Respect property

Discipline Policy

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. Any student who is found to be *cheating* will receive a zero on the assignment. *Weapons* or any object used

as a weapon are strictly prohibited. Any student who threatens the well being of another person within the school will face immediate consequences. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: warnings, denial of privileges, detentions, in school or out of school suspensions, or expulsions.

Drugs & Medication

Students may not have in their possession at school or at any school sponsored activity alcoholic beverages and/or illegal substances. The use of drugs or smoking will result in suspension or expulsion by school authorities. The school reserves the right to search the property of students under reasonable circumstances. Students may not have in their possession medications of any type. All medications to be taken during school hours must be accompanied by written permission from the doctor. The medication is to be taken in the presence of the school nurse and/or designee.

Due Process

It is very important that there be complete unity in authority between the teacher and the parent. It is the policy of this school to withhold judgment until all facts are known. If a problem arises please contact the student's teacher. If the problem is not resolved the principal should be notified.

Electronic Equipment & Games

Electronic equipment and/or games are **not** permitted at school at any time, including Before/After Care. The school is not responsible for any lost items.

Emergency & Snow Closing

If there is a early dismissal, school closing, or delayed opening, you will be notified via Instant Alert. **Contact the school immediately with any changes in phone numbers.** In the event of inclement weather Beforecare begins at 9 AM and classes begin at 10 AM.

Field Trips

Field trips of an educational nature are an important part of a good school program. Teachers arrange class trips with approval of the principal. A written permission slip is required for each student to participate in a Field Trip.

Fire, Evacuation, Lockdown Drills

Fire, evacuation and lockdown drills are conducted throughout the year. An Emergency Plan has been created in collaboration with local law enforcement and proper conduct, ways of exit and other regulation involved in safety are taught to students. Students are expected to take the drills seriously and conduct themselves in an appropriate manner.

Fundraising

Fundraising is a vital, necessary part of the parent commitment to our school. Each family is required to sign a Fundraising-Activity Contract and to fulfill their contractual obligation each year.

Grading System

The Academy uses the software program, *PowerSchool*, for recording grades. Parents of students in Grades 4- 8 may view their children's progress using the parent portal on the PowerSchool site. Instructions are provided at the beginning of the school year.

Report Cards: A report card is the school's official communication to the home. It gives the parents as accurate a picture as possible of the child's academic progress, as well as an evaluation of certain personal qualities.

Academic Reports: Pre-k through 3rd Grade use a standards based reporting system. Teachers explain the system at Back to School Night.

Grades 4-8

A+ 100-97 VG - Very Good

A 96-93 G - Good

B+ 92-89 S - Satisfactory

B 88-85 I - Improvement needed

C+ 84-80 U - Unsatisfactory

C 79-75

D 74-70

F 69 and below

Homework

Homework supplements and reinforces class work. Homework is to be done neatly and completely. Should a student be absent, arrangements should be made for homework assignments to be picked up by another student, sibling or by a parent or guardian at the end of the day. Requests for homework must be made by 9:00 AM. Students are expected to make up work missed due to an absence. Assignments will not be given to students who will be absent due to a vacation prior to their departure. Students are expected to complete their work. It is the student's responsibility to find out what was missed during his/her absence.

Home and School Association

The Home and School Association is an integral part of the school community. The Executive Board will hold several general meetings per year. Research shows that parental involvement is vital to a child's success in school. Parents are expected to attend the Home and School meetings.

Honors

Students in Grades 4-8 may earn academic awards.

- Medal of Excellence: an A+ in each major subject
- Principal's Honors: an A in each major subject
- High Honors: an A average in all subjects
- Honors: a 90 average in all subjects

A student will not be considered for honors if an S (Satisfactory) or an I (Improvement Needed) is registered in any area, including special subjects. Students who are late three times or more during a marking period will not receive honors.

- *Outstanding Effort Award*

An Outstanding Effort Award will be presented each marking period to students who demonstrate exceptional effort in their schoolwork. The criteria for this award include active class participation, completed homework assignments and good classroom behavior.

- *Academic Integrity*

The Academy of St James of the Marches values academic honesty and integrity and expect its students to practice that value. All work turned in by the students, including homework, lab work, essays, projects, tests and quizzes must reflect the student's true ability.

Teachers will report all suspected cases of cheating, plagiarism or dishonesty to the parents and principal. Students should expect to redo work and receive a zero in any case of dishonesty.

- *National Junior Honor Society*

Membership to the National Junior Honor Society is open to students in Grades 6 through 8 who meet the required standards in four areas of evaluation: Scholarship, Leadership, Service, and Character. Standards of selection are established by the NJHS. A panel of teachers will serve as the selection committee. Cheating of any kind will result in immediate removal from NJHS.

Hygiene

Personal hygiene and good grooming is an important part of a child's physical and social development. Parents should monitor frequent bathing, clean hair and nail care, use of deodorant, and good oral hygiene.

Leaving School Property

Students are not permitted to leave school property from the time s/he arrives in the morning until the appointed departure time in the afternoon without a written request by a parent or guardian and explicit permission from the principal or the principal's designee. A parent/guardian must go to the office to sign the student out of the building.

Lost & Found

Any items found in the school building or on the school grounds should be given to the school receptionist to be placed in the lost and found basket. Students missing items should report to the main office. Items placed in the lost and found remain there for 10 days. After 10 days, items will be disposed of or donated.

Off-Campus Conduct

The administration reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off-campus behavior includes, but is not limited to cyber-bullying.

Physical Education

All grades participate in the Physical Education Program. If a student is unable to participate in the program, a note written by the parent/guardian or doctor is required. Students must be prepared for Gym. School Gym uniforms are worn on Gym day.

Gym Uniforms: school gym shorts, white socks, T-Shirt with School Logo, sneakers and school sweat suit. Uniforms must be neat and complete.

Retention

No student will be promoted to the next grade with three or more failures for the year on his/her report card. Parents will be notified by the end of the second marking period if their child is in jeopardy of retention.

Sacramental Program

The sacramental life of the children is an important component of our religion program. Preparation for Reconciliation and First Holy Communion form the core of instruction in grade 2. Parents are required to be active partners in the preparation in these sacraments. The sacraments of Reconciliation and First Holy Communion are only conferred to students baptized in the Roman Catholic tradition.

Safety

The safety and protection of the student is of paramount importance. Toward this end, the following rules must be adhered to:

- Children will not be released to other family members without written parent permission.
- Emergency forms are required for each student with updated contact phone numbers.
- All traffic and parking rules must be followed.

School Nurse

A school nurse is provided on a part-time basis. No student is to carry medication of any nature on his/her person to school at any time. If the child is in need of medication during school hours, it must be sent to the school nurse or principal in the original pharmacy labeled container with the properly signed paperwork completed by the doctor and signed by the parent.

School Visitation

Parents and visitors are required to ring the bell for entry to the school. For the safety of our student, **all** visitors are required to check in with the office upon entry. Visitors are not permitted to go to the classrooms or the upper floor without a visitor's pass and an escort from the office.

State and Federal Services

The State of New Jersey provides funding aid for textbooks, nursing services, and transportation, which helps to defray costs.

- *Textbooks Chapter 79*

Parents are required to sign a textbook form each year.

- *Special Services*: The State of New Jersey and the Federal Government provide funding for the following services:

- **Corrective Speech**: Students with articulation difficulties are eligible for corrective speech services. Testing for these services is done through Essex Regional Educational Services Commission. Referrals may be made after discussion with the classroom teacher and the principal.

- **Chapter 192 Compensatory Education**: Compensatory Education is a remedial program in reading and computation skills. Students, who do not exceed a minimum level of proficiency, as per state guidelines, are eligible.

- **Chapter 193: examination and classification of students**: Additional help is available for students who are evaluated by a Child Study Team, comprised of a psychologist, social worker, and Learning Disabilities Teaching Consultant (LDTC). Students are evaluated in the following areas:

- **Academic** - the student seems to have persistent learning difficulties that interfere with acquisition of skills and knowledge necessary for academic progress

- **Behavior** - the student seems to have persistent social and/or emotional difficulties that interfere with his/her ability to relate satisfactorily with peers and/or adults.

- **Physical** - the student seems to have a persistent physical disability.

- **Communication** - the student whose language is severely impaired to the extent that it seriously interferes with his/her ability to use oral language to communicate.

- **Compensatory Education and Supplementary Instruction** is provided by certified teachers through the Essex Regional Educational Services Commission.

- **Supplementary Instruction**: Instruction is provided for a student classified by the Child Study Team. It is given in addition to the regular instructional program.

- **Supportive Services for Acquiring Communication Proficiency in the English Language**: These services offer students programs in English as a second language (ESL).

Student Council

Grades 4-8 elect officers and class representatives to Student Council. They are students that represent the student body, conduct assemblies, and are responsible for other activities planned in their meetings with their moderator and approved by the principal. The Student Council does not establish or enforce school policy. The officers elected are: President, Treasurer, Vice President, Secretary, Two representatives are elected in each class, Grades 4 through 8. These students serve as role models for other students. They are expected to display exemplary behavior. Any incidences of cheating or improper behavior will result in dismissal from Student Council.

Technology

INTERNET AND TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY

Each year both student and parent sign the *Internet and Technology Resources Acceptable Use Policy* document. This policy applies to all school owned and personal computers and other technological resources (audiovisual equipment, telecommunication devices, etc.) located on school grounds. This policy applies to all electronic databases, information and software as well as to physical equipment. The Internet system is established for a limited educational purpose:

it has not been established as a public forum. The Academy of St. James of the Marches School has the right to regulate material accessed. The system may not be used for commercial purposes to offer, provide or purchase products or services. Access to the Internet is available through the school with permission of the principal or his/her designee and parents indicated by the signing of the *Internet Use Agreement*.

The Academy of St. James of the Marches Acceptable Use Policy

The Academy of St. James of the Marches School offers Internet access for student use. This document is the Acceptable Use Policy for use of the computers and other technology resources of the school. While the generic term "computer" and "computer system" are used in this policy, this policy shall apply to all school owned and personal computers and other technological resources (audiovisual equipment, etc.) located on school grounds. This policy shall apply to all electronic databases and software as well as to physical equipment. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality activities. It has not been established as a public access or public forum and The Academy of St. James of the Marches has the right to regulate the material you access or post, to insure that all use of the system is in accord with the Christian philosophy of the school, and enforce all rules set forth in the school's disciplinary code, diocesan policy, and the laws of the United States and the state of New Jersey. Further, you may not use this system for commercial purposes to offer, provide or purchase products or services through the system. Access to the Internet is available through this school only with permission of the principal or her designee and parents indicated by the signing of an Internet Use Agreement.

The following uses of this system are unacceptable:

1. Personal Safety

- You will not post contact information (e.g., address, phone number) about yourself or any other person.
- You will not agree to meet with someone you have met online. Any contact of this nature or the receipt of any message should be reported to school authorities immediately.

2. Illegal Activities

- You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's password or account number, or by accessing another person's files.
- You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- You will not attempt to modify any of the school's computers or computer systems by changing system, hardware, or software configurations.
- You will not use the system to engage in any other illegal activity.

3. System security

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- You will immediately notify a teacher or the system administrator of any system

problems.

- You are not to download material of any kind from any other computer system or the Internet without the express permission of your teacher or the system administrator. You are not to load or install any program files or software onto the school's workstations or system.

4. Inappropriate Language

- On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will use language consistent with our Catholic Christian philosophy and values. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

5. Respect for Privacy

- You will respect the privacy of others by not reposting a message that was sent to you privately without permission of the person who sent you the message. You will not post private information about yourself or another person.

6. Respecting Resource Limits

- You will use the system only for educational and career development activities.
- You will respect the rights of others to use the system by not using the system for longer than the time prescribed by your teacher or system administrator.
- You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
- You will use the e-mail capabilities of the system only with the express permission of your teacher or the system administrator. You may not establish a private e-mail account to use on the school's system, nor will you access your personal e-mail account from the school's system.
- You may access internet newsgroups, discussion groups, chat rooms, instant messaging services and bulletin boards only with the express permission of your teacher or the system administrator. Such requests will only be granted if the access or material being sought is directly relevant to your education or career development.

7. Plagiarism and Copyright Infringement

- You will not plagiarize words or ideas that you find on the Internet.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Direct any questions regarding copyright law to a teacher.

8. Inappropriate Access to Material

- You will not use the school's computers to access material that is profane or obscene or that advocates illegal acts or violence or discrimination toward other people.
- Your parents should instruct you if there is additional material they think would be

inappropriate for you to access. The school fully expects that you will follow your parents' instruction in this matter.

9. Your Rights

- The Internet is considered a limited forum, similar to the school newspaper, and therefore the school can restrict your right to free speech. Any exercise of free speech using the school's computers must be in keeping with Catholic Christian values as expressed in the school's philosophy.
- You should expect no privacy or permanency of the contents of your personal files on the school's computer system. Routine maintenance and monitoring of the system will occur, and may result in the viewing and/or removal of your files. An individual search will be conducted if there is reasonable suspicion that you have violated any of the terms of this policy, the school disciplinary code, or the law. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school's computer system. Any violation of the terms of this policy will be subject to disciplinary actions. The school may, at any time, place restrictions on your use of the school's computer system. The school makes no guarantee that the functions or the services provided by or through the school's system will be error-free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations you may incur while using the system. The school fully expects that you will follow the directions of your teachers and other school authorities in all matters regarding access to information using the school's computer system. All uses of the system must show a respect for the rights of others and the dignity of the human person. All behaviors will reflect this policy. **Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats, seriously or in jest or online, face detention, suspension, and/or expulsion.**

Testing

Standardized Testing:

- Per diocesan policy, the **Terra Nova** is given to students in Grades 1-7.
- Grade 8 students take the High School Placement Test (HSPT)
- ACRE: *Students in Grades 5 & 8 are given a religion assessment through the National Catholic Education Association.*

Telephone Use

Students may use the office phone with permission - only in cases of emergency. Calling for forgotten items or homework is not permitted.

Tuition

A regular income is necessary for the school to meet operational costs. Parents have an obligation to make accurate, timely tuition payments. We are ever sensitive to the needs of families and therefore offer options for tuition payments. Families may choose a single payment plan due on or before July 30th prior to the beginning of the school year. A 3% discount is offered to families choosing this option.

SMART Tuition Management Company is the Diocesan tuition collection company. **All** families not opting for the single payment must use SMART. Tuition is due to SMART Tuition Company as per the signed SMART Contract. Families registering late will divide payments for the remaining months left on the contract. Parents are responsible for keeping up with their payments. There is a \$65.00 late fee will be charged by SMART and \$30 for failed payments. **All tuition will be paid directly to SMART.** SMART accepts credit/debit card payments by mail, telephone and online in addition to money order or check payments by mail. No payment will be accepted at the school for any reason. All delinquent tuition payment will be paid to SMART, not the school. If tuition is delinquent, report cards may be held at the school. Arrangements may be made for payment.

If tuition is unpaid on the agreed date, the school will send a letter stating that tuition must be paid by the 30th of the month or educational services will be terminated. Arrangements may be made up until the date of discontinuation of services. There will be a one-week time period after discontinuation of services to pay the delinquent tuition in full and reinstate the student(s). After one week, the student(s) will be considered transferred and the account will be sent to collection.

If there are circumstances that have caused a delinquent tuition payment, please make an appointment with the Principal to discuss payment arrangements. Please do not wait until the discontinuation of services letter to contact the school. **Students will not be accepted for the next year until all prior year financial obligations are met.** If your account has been sent to collection due to nonpayment of tuition, school fees or fundraising, a collection fee will be added to the balance owed.

If all financial obligations are not current, report cards will be held until they are met. Additionally, parent portal access will be terminated.

Uniform & Dress Code

Uniforms may be purchased at Co-Ed Uniform Company: 100 Broadway/Route 4, Elmwood Park, 201-796-4220, www.coeduniform.com

Students must be in complete school uniforms each day.

BOYS

Burgundy knit shirt with school logo
Khaki pants or shorts
Brown rubber soled shoes
Burgundy socks

GIRLS

Burgundy shirt with school logo
Khaki skort, skirt, shorts or pants
Brown rubber soled shoes
Burgundy knee socks or tights

Boys' pants should not be worn below the waistline.

Stretch pants, leggings, or tight pants are not acceptable, pants should be loose fitting.

Academy of St. Francis of Assisi uniforms may only be worn for the 2017-2018 school year.

- Only uniform sweaters are allowed.
- Students may alternate warm and cold weather uniforms depending on the weather.
- NO nail polish; NO artificial nails
- Girls are permitted **one** small post in each ear.
- Boys are not permitted to wear earrings.
- No makeup is to be worn by any student.
- Hair: boys' and girls' hair should be neatly groomed.
- Boys' hair should be conservatively cut at all times.
- Students may not have etching designs, mohawk cuts or dreadlocks.
- No bandanas
- Natural hair color may not be altered in any way for either boys or girls.
- **SNEAKERS MAY BE WORN ONLY WITH THE GYM UNIFORM**

Casual Dress Days: Students may wear jeans, sneakers, and appropriate attire. Students are not permitted to wear flip flops, open backed shoes, t-shirts with inappropriate writing, spaghetti strap tops, or tight fitting clothing.

Good rule: If you think you shouldn't wear it, you shouldn't.

The administration is the final recourse and reserves the right to amend this Handbook when it is deemed appropriate and necessary.

Revised 2017