



Early Childhood Development Program 2025-2026 Student/Parent Handbook

***Challenging the Youth of Today to
be Leaders of Tomorrow***

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***Challenging the Youth of Today
to be Leaders of Tomorrow***

Dear Parents and Students,

Welcome to Reverend George A. Brown School! In choosing Reverend Brown, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Early Childhood Development Program Parent/Student Handbook reflects the policies of Reverend Brown for the 2025-2026 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Reverend Brown during the 2024-2025 school year.

The faculty and staff of Reverend Brown look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you and your families!

Yours in Christ,

Patricia A. Klebez
Principal

Reverend George A. Brown Memorial School Early Childhood Development Handbook

School Information

Reverend George A. Brown Memorial School is a Pre-Kindergarten through 4th grade Catholic elementary school under the Diocese of Paterson School's Office and is also a member of the Catholic Academy of Sussex County.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. Our religion program is aligned with the Vatican II texts so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Reverend Brown, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of New Jersey guidelines and the New Jersey Student Learning Standards are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles and concepts rather than facts, on learning through problem solving rather than by precept. We strive to offer a program that makes use of many sources of reading material, a wide variety of audio-visual and technology tools, and a multi-text approach to the content areas.

History

Our Lady of the Lake Church was a mission of Immaculate Conception Parish in Franklin for many years until 1949 when it became a parish in its own right. Reverend George A. Brown became its first pastor. The parish school was completed in 1954, the first Catholic School in Sussex County. On July 1, 1954, just three months before the school opened, Father Brown died. At the suggestion of Bishop McNulty, the bishop of the Paterson Diocese at that time, the school was named the Reverend George A. Brown Memorial School.

The school opened on September 20, 1954. Over 200 children, not only from Our Lady of the Lake, but also from the neighboring parishes of Franklin, Sussex, Ogdensburg, Newton, Branchville, and Milton were registered for their first year of Catholic education under the care and guidance of four Sisters of the Order of St. Benedict. The Benedictine charisma, spirit, and tradition continue to be a part of our school today. This is due to the dedication of Monsignor Charles C. Cassidy, our pastor for over twenty years, and Rev. David McDonnell, our present pastor, that Reverend Brown School of Our Lady of the Lake Parish continues to thrive and be a center of Catholic education.

Reverend Brown School has grown in size over the years. The original school building, including offices for a principal and a secretary, consisted of what is today the primary unit, grades 1-2. In 1958 McKenna Hall, and what is today the 3rd and 4th grade corridor and school offices, were built. The Pre-K and K corridor was added in 1982. The library and science lab were completed in January of 1992. The addition of the conference room

and the conversion of a classroom into the computer lab were accomplished in 1998. In 2007, the newest addition opened which included the Lewis Gymnasium, a guidance office, an administrative office, Makerspace, and an Art Room. In 2017, there was a brand new playground installed for all students to enjoy at recess. During the summer of 2023, Lewis Gymnasium received a facelift that included new scoreboards and a brand new wood floor.

In September 2016, in conjunction with the Academy restructuring, Reverend Brown School opened its doors for the first time as a Pre-K through 4th grade elementary school.

Mission Statement of Reverend George A. Brown Memorial School

As a Catholic school community, we believe that through modeling kindness, forgiveness, and compassion, we can make a difference in God's world. We believe all children should feel safe, loved, and inspired throughout their academic and spiritual journey to be passionate learners and live Christ-centered lives.

Philosophy

Reverend Brown School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Paterson.

- To develop the total Christian personality by instilling in the students respect for life and reverence for Christian living.
- To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
- To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
- To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

Accreditation

Reverend Brown School is accredited through Cognia, formally known as AdvancED, an international educational accreditation agency. During the 2021-2022 school year, all of the schools of the Paterson Diocese participated in a rigorous accreditation process resulting in full accreditation awarded during the summer of 2022. Earning accreditation under Cognia is a valuable mark of distinction recognized around the world.

In 2012 Reverend Brown School was recognized as a Blue Ribbon School of Excellence by the United States Department of Education. This school recognition is awarded to elementary schools that distinguish themselves as among the nation's most successful institutions of learning. The schools chosen are judged to have strong leadership,

high-quality teaching, and appropriate and up-to-date curriculum and policies, as well as practices which ensure a safe environment conducive to learning, strong parental interest and involvement, and evidence that the school helps students of varied ability levels achieve.

School Colors and Mascot

Our school colors are burgundy and blue. The school's mascot is a bear.

Purpose and Use of this Handbook

This handbook exists to foster the efficient operation of Reverend Brown School. In order to meet this objective, the school administration is given the flexibility and discretion to take actions other than those stated in this handbook. This handbook is not intended to create any additional rights for students or parent/guardians.

ADMISSIONS

Nondiscriminatory Policy

Reverend Brown School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

The Academy abhors and denounces any form of racism, prejudice, or bullying. There is no place for these things in our society and they must be strongly condemned at the very onset.

The Academy and its employees fully support the notion of respect for all lives and expect our students to live the Gospel value that all human life from conception to natural death is sacred and precious. As such, verbal, written, and electronic statements that are racist in nature or seek to diminish or harm others will not be tolerated.

Furthermore, anyone who engages in these types of statements or activities does irreparable harm to himself/herself and is a supreme dishonor to the Creator. Any student making such statements or engaging in bullying or other unkind behavior will be swiftly and appropriately disciplined to include suspension, or expulsion depending on the severity of the incident.

Title IX

Reverend Brown School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Registration Requirements

Preference is given to enrolled students who are in good standing and wish to be re-registered. As openings become available, the following priorities will be used to accept students to:

- Siblings
- Members of a Catholic parish
- Non-Catholic students

Children entering kindergarten must be five (5) years of age by October 1, 2025. Students will be conditionally accepted into kindergarten with full acceptance contingent on displayed readiness on the Kindergarten Entrance Test.

Requirements include:

- *Health Records
- *Immunization Records

- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *IEP (Individual Educational Plan) – if applicable
- *Tuition and Fee Agreement(s)

Students applying for admission in Grades 1-4 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Reverend Brown School will meet the educational needs of the students. An interview with the parents and the student is part of the admission process.

TUITION SCHEDULE SCHOOL YEAR – 2025- 2026

Grades K-4

First child	\$8750
(Multiple Child Discount: \$1000.00 per student)	

Early Childhood Program

5 Full Days	\$8750
5 Half Days	\$6550
3 Full Days	\$5950
3 Half Days	\$4850

*Note there is no multiple child discount or tuition assistance available for the Early Childhood Program.

Registration Fees (non-refundable)

K-4 Application and Registration Fees for New Students: \$450 per student

Pre-K Registration Student Fee: \$450 annually

Re-registration Fee (Current Students K-4): N/A

Security and Technology Fee

Grades Early Childhood-4 (per student) ~ \$225

Fee may be added to tuition payment plan for 2025-2026; non-refundable after August 1, 2025.

After Care Services (2:30p.m.-5:30p.m.): \$27.00 per day

Before Care Services (6:45a.m.-7:15a.m.): \$15.00 per day

Tuition Payment Options

All tuition payments are made directly through FACTS Tuition Management. After you have re-registered and/or your new student has been accepted you will receive an invite from FACTS Tuition via email with information necessary to enroll in a payment option.

Payment Plan Option

You may choose either the 5th or 20th of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards. Along with multiple payment plan options running June through March, your payments are processed securely through a bank-to-bank transaction.

Enrollment/Re-Enrollment

- The \$450.00 Application Fee for new students must be submitted with the application.
- Pre-K returning students must reserve their spot by paying the \$450 annual fee by the date designated.
- All application/registration fees are NON-REFUNDABLE.
- There will be a \$25 returned check fee for all checks made payable to Reverend Brown School that do not clear the bank.

Financial Assistance

FORMS are available ON-LINE at www.factstuitionaid.com or at the Business Office. The application deadline to FACTS® Grant and Aid Assessment for the 2025– 2026 school year will be published in December 2025.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACADEMY BUSINESS OFFICE at 973-729-6125.

*Book Fee and the Technology Fee cover rental of hard-cover textbooks, computer leases, licenses for on-line programs, consumable workbooks, classroom supplies, standardized test materials including scoring services, art materials, physical education equipment (playground balls, jump ropes, etc. for use by classrooms during recess times), and science lab fees for consumable materials. These fees do not cover field trips, Before Care, After Care, clubs, graduation, or other after school activities.

MEDICAL

All students admitted to school in the Diocese of Paterson are to be fully immunized in accordance with the State of New Jersey Department of Health Immunization Requirements. The Diocese upholds the mission of the New Jersey Immunization Program, which is to reduce and eliminate the incidence of vaccine-prevented diseases possibly affecting all children, adolescents, and older adults through immunization.

All requirements for Medical Forms, Health Records, and Immunizations must be met, updated and remain current at all times. A record of a physician's verification of any immunizations must be kept on health forms in the school office. Failure to comply with the immunization requirements of the State of New Jersey will prevent the student from attending the school. All health information must be given to the school secretary for the nurse.

Allergies and Asthma

Reverend Brown School recognizes that asthma is a health condition affecting many school children and strives to address the health concerns of students with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff members who come into contact with children with asthma are provided with training on asthma from the school nurse who has had asthma training. Training is updated as needed.

- **Asthma Medication:** Immediate access to reliever inhalers is vital. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent. Inhalers must be up-to-date.
- **Record Keeping:** At the beginning of each school year, or when a child joins Reverend Brown School, parents are asked to submit a child's medical record. From this information the school keeps an asthma register that is available for all school staff. If medication changes in between times, parents are asked to inform the school.
- **The School Environment:** The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma.
- **Food Allergies:** Reverend Brown School recognizes that life threatening food allergies are significant conditions affecting many school children. In order to minimize the incidence of life threatening allergic reactions, Reverend Brown School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.
- **Classrooms:** Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan. In the event of a suspected

allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately. The classrooms have easy communication with the school nurse. Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes, or other responsible adults. All teachers and substitutes will be educated about the risk of food allergies. A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian. Tables will be washed with soap and water following any food related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Peanut and Nut-Free School

In recent years, we have become more aware of various food allergies and the potential consequences for those individuals who suffer from them. A food allergy involves an interaction between food and the immune system and must be taken seriously.

Many students have been diagnosed with tree nut/peanut allergies. Accidental ingestion or touching of even a tiny trace of nut can cause an immediate and potentially fatal reaction. Many cookies, cakes, and other snacks contain these ingredients, which can be passed on by contact with hands and toys if another child brings these foods into the classroom.

Therefore, Reverend Brown School has initiated a peanut/tree nut free policy in the entire school, to protect the health and safety of our students. We ask that you take great care to ensure that you do not allow your child to bring any food items into the school or classroom for snack time and/or lunch that contain tree nuts or peanuts. We require that all parents cooperate with this endeavor to avoid potential/accidental exposures in the classrooms at all times.

It will therefore be the responsibility of all parents to read labels on all food items being sent into the classroom to ensure they are nut-free. Please be cognizant when reading labels as many foods are processed on the same equipment or in the same facility as peanut products. Besides nut-free items, we encourage parents to bring in "healthy snacks" such as fruits and vegetables that the students can manage easily. Any questions regarding the safety of a product can be addressed to our nurse.

We thank you in advance for your cooperation and understanding regarding this matter. If you need to discuss anything related to this topic, please feel free to contact our school nurse.

Policy Regarding Medication:

The following guidelines, governed by law, will be strictly adhered to for any child requiring medication to be administered during school hours.

- The parent or guardian should provide a written request for administration of the prescribed medication at school.
- Written orders are to be provided to the school from the private physician, detailing the diagnosis or type of illness involved, the name of the drug, dosage and time of administration. Forms for this purpose are available at

the school. A form from the physician's office may be substituted, as long as all the requested information is provided.

- The medication should be brought to the school in the original container, appropriately labeled by the pharmacy or physician.
- The school nurse and or parent/guardian are the only ones permitted to administer medication in the school and/or on school trips unless otherwise indicated.
- Permission from the parent/guardian and physician orders for each medication must be renewed each school year.
- These regulations apply to all over-the-counter medications (Tylenol, cough medicines, etc.). A physician's written order and a parental request are required for administration of these medications.
- Children are not allowed to medicate themselves, except under very controlled circumstances. Please advise the school nurse if your child has a life-threatening illness that requires self-medication.
- Cough drops, lozenges, etc. are not allowed since they constitute a choking hazard.

The strict enforcement of our policy governing medication is also compatible with Preventive Drug Abuse Programs. Children must develop a healthy attitude and respect for drugs in their early years.

Physical Education Exclusion

Students who have been excluded from Physical Education class by their doctor must present a physician's note to the effect. A physician's note is also required when they are able to return to their physical activities.

UNIFORM AND DRESS CODE

UNIFORMS	WINTER	SUMMER <i>Optional through 10/31 & after 3/31</i>
GIRLS		
Grades PreK-4	Plaid jumper – Peter Pan collar blouse (long or short sleeve) – Navy knee socks (cabled or nylon) or opaque tights	Girls are to wear white golf shirt with navy shorts or plaid skort with white collared banded bottom shirt. Navy crew socks or navy knee-high socks should be worn with these options. The white golf shirt is not allowed with the jumper.
	Navy uniform pants are allowed from November 1 through March 31. Only the blouse described above is to be worn with pants.	
	Cardigan sweaters are not mandatory, but if a sweater is worn, it must be purchased from the uniform company. Shoes are to be black, brown, blue or burgundy a loafer or oxford style not to rise above the ankle. Heels are not to be higher than one inch.	
BOYS		
Grades PreK-4	Navy uniform pants – White golf shirt (long or short sleeve) – Mandatory Burgundy sweater or vest – Dark socks-black tie shoe or loafer or Dirty Buck children’s oxford shoe *Boys in 3 rd and 4 th grade are required to wear a belt (brown or black).	White golf shirt Navy shorts or slacks Navy crew are to be worn with navy short or navy slacks.

Physical Education Uniform

Gym uniforms are to be purchased through Flynn and O’Hara. Gym socks are to be athletic socks that don’t come higher than the bottom of the calf. Light up sneakers, roller skate sneakers, and sneakers with zippers instead of laces are not allowed.

A change of clothing is required for gym and a description of the gym uniform is as follows: Reverend Brown shorts and T-shirt, and approved spirit wear items and sneakers. Only standard sneakers are to be worn in gym classes. Spirit wear items are purchased through an order form.

During the winter, Reverend Brown’s own school sweat suit should be worn over the regular gym uniform during gym class. Students may wear their gym uniforms to school on gym days excluding First Friday Mass days. Sweatpants and Sweatshirts excluding Spirit wear will also have to be ordered through Flynn & O’Hara.

Tag Day Guidelines

There will be days throughout the school year when students are permitted to wear their own clothing. The student council sponsors some of the “Tag Days”. On these occasions, students will be asked to donate a certain amount of money for the opportunity to wear their own clothes. On all “Tag Days”, students may wear clothing that is listed below

Students may wear:

- *jeans
- *tennis shoes
- *short socks
- *shorts no shorter than three inches above the knee
- *skirts no shorter than three inches above the knee
- *skorts
- *sweatshirts
- *jogging suits
- *jewelry
- *hoop earrings
- *dresses
- *slacks

Students may not wear:

- *flip-flop sandals
- *no open back shoes
- *tank tops
- *T-shirts with inappropriate writing
- *tennis shoes that convert to roller skates
- *biker shorts
- *pajama pants
- *make-up
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats

STUDENT INFORMATION

Student Records

Reverend Brown School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Reverend Brown School Office for distribution. Completed forms will be sent via the U.S. mail.

Transfer of Students

Notice of withdrawal of a student is to be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled.

Office Records/Emergency Forms

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses, and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Student Directory

Within the first month of the school year, each family receives a Class Directory that lists students' and parents' names, addresses, home telephone numbers, and e-mail addresses. The Class Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. These directories should not be used or sold for other purposes.

Publicity Release

Reverend Brown School will not publish, in any kind of media; names, photographs, written work, artwork, or videos of any students without signed permission from a parent or guardian.

SCHOOL HOURS/ATTENDANCE

School Hours

The Early Childhood Education Program hours are 7:45 AM – 11:30 AM for the half day option or 7:45 AM – 2:28 PM for the full day option. You may choose the number of days your child will attend when registering.

At Reverend Brown School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.

The school doors are opened for students at 7:15 AM. Students arriving at that time will go through McKenna Hall directly to their homerooms.

Teachers and staff will escort students to Morning Assembly throughout arrival. The school will then begin Morning Assembly at 7:50AM. For safety reasons, all students should arrive at school no later than 7:40 AM. There will be no outdoor supervision available after 7:45 AM. Students arriving after this time must be escorted into the building by their parents or guardian. Please adjust your morning schedule to assure that your child arrives at school promptly.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

School Office Hours

The school office is open on all school days from **7:15 A.M. – 3:45 P.M.**

Absences

When a student is absent from school, a parent must call the office by 8:30 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Reverend Brown students.

Students must be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

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The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Any student who is absent for 3 or more consecutive days due to illness must have a note from the physician to clear his/her return to school. Students who are absent due to illness have one day for each day of absence to make up the missed assignments. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations or planned absences. No assignments will be given for vacations/planned absences before or during the vacation/absence.

Absences During the School Day

Although it is discouraged to schedule medical appointments during school hours, situations may arise where it is absolutely necessary. Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

Dismissal

Half-day students are dismissed from the Main Office at 11:30AM. Parents/Guardians are to come to the Main Office and retrieve their child from the teacher or classroom assistant.

All full-day students are dismissed at 2:28 PM. Under staff supervision, all students will be dismissed directly from McKenna Hall to their cars. Students must remain on the school grounds from the time of arrival until dismissal or until they are picked up by their parents or guardians.

Early Dismissal:

When a child has to be dismissed early, a written note or email is required in all cases and must be received by the school office in the morning, stating the reason, time, and person picking up the child. Children who are being dismissed early must be picked up by a guardian or parent no later than 2:00 PM. **Early pick up is highly discouraged.**

Tardiness:

Reverend Brown School regards punctual arrival at school as a priority. It is important to establish a good habit with children to be on time for school and other commitments. Also, a student's late arrival is a disruption to the class, which is already in progress.

Therefore, the school sets the following policy regarding lateness of walkers and car line students:

- A student is considered late if he/she arrives after the 7:50 AM bell
- All late students must come to the school's main office **with their parent** to receive a late slip and sign in before being admitted to class. Teachers will NOT admit a student without a late slip.

Car Line

During morning drop off, cars should enter the premises through the South Shore Trail lot and follow the car line to the school courtyard. Under no circumstance, are children to be dropped off in the South Shore Trail lot and allowed to walk to the school by themselves.

Parents should remain in their car during drop off. There will be staff members on duty to meet students and assist with drop off.

At dismissal, cars should line up in the South Shore Trail parking lot and again proceed with caution to the pick up line. All cars must have a family name clearly displayed in the front windshield on the driver's side of the car. Students will be called to the appropriate pick-up area by their family name. **Please remain in the car during this process.** Students are not allowed to walk to a parked car without a teacher or administrator escort.

Parents are asked to pay close attention during the car line process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

It is the responsibility of the parent to contact carpool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers should be advised **in writing** if a child is to go home in a different car pool or by a different means on a given day.

Before Care (6:45a.m.-7:15a.m.)

Reverend Brown School offers a Before School Care Program. Parents may drop students off starting at 6:45a.m. Parents must sign their child in each morning with the Before Care teacher. The cost is \$15.00 per day.

After Care (2:30p.m.-5:30p.m.)

Reverend Brown School offers an After School Care Program. Please see details on the website. For our After School Program, parents need to register the child to use this service. The cost is \$27.00 per day per child. A fee of \$1.00 per minute is charged for students remaining in the program after 5:30 PM.

The After School Care Program strives to construct an enjoyable atmosphere with varying activities: play, art, homework time, and games. Please send a healthy snack and drink for your children to have each day.

While in the After Care program, all school rules apply. The school reserves the right not to allow a child to continue the programs due to disruptive or unacceptable behavior. For all In-Service days and school holidays, parents must plan for the care of their children. There will be no After Care on these days (please check the school calendar). If there is an early dismissal, After Care will be canceled.

If a student has missed the bus or is not picked up on time for whatever reason, the student will be sent to After Care and a fee will be charged.

Emergency Closings/Weather Closings

Please do not call the school. Pay attention to the emergency notification systems, i.e. Rediker Instant Alert and email. If school has a cancellation, there will be no school activities in the building, even if the weather clears.

School closings/delays will be announced through an Alert message or an e-mail message. On delayed opening days, Reverend Brown School will be open, however if your district is delayed, your child will not be considered tardy. Closings and delays are according to the district. Therefore, your child has an excused absence for that day. The same holds true for delays. If your district is on a two-hour delay, your child can arrive two hours later than their usual.

For early dismissals the same holds true. If your district is dismissing early due to weather-related concerns, you may come and pick up your child early.

Closing and other pertinent information will be delivered through the school Alert system. On an early closing day, the After Care Program will be canceled. The students attending these programs must be picked up by a parent/guardian or an adult listed on the emergency card.

If it should be necessary to close the school because of weather conditions, an Alert will be made to all families. It is the responsibility of each family to log into PowerSchool and to provide the phone numbers and email to which the Alert should be sent.

Academic Information

Curriculum

Reverend Brown School's early childhood curriculum is based on guidelines set forth by the New Jersey Student Learning Standards, Diocese of Paterson, and the Catholic Academy of Sussex County. The following areas are incorporated into the curriculum through large group instructional time, small group mini-lessons, and learning centers in the classroom.

Religion

Our entire day is infused with Christian values of sharing, listening, helping, empathy, cooperation, and following Jesus' example of loving one another. The RCL Benziger Early Childhood Religion Program encourages preschool children to know and love God and to also know that God loves them unconditionally. Each day begins and ends with prayer thanking God for His many gifts and blessings.

Literacy

Literacy development encourages active and engaged listening, speaking, reading and writing through finger plays, songs, stories and dramatic play. Children learn the power of their words and practice expressing themselves in effective and positive ways. They will learn that printed words carry a message and begin to recognize letters of the alphabet and their sounds as well as to begin writing these letters and some words.

Math

Math is exploration and discovery through many hands-on activities. Throughout each day, children will experience math in real-life situations as they sort, match, group, compare, measure, create sets and patterns, while also developing their visual perception and discrimination skills.

Science

Children learn through their senses as they explore the world around them. There are many opportunities available to observe, inquire, compare, predict, evaluate and problem-solve as they learn about plants, animals, people, the earth and sky.

Social Studies

The program exposes children to the idea of self, family, school, and community and how we grow, change, and adapt to the world around us. As we form our classroom community the children learn about respect and diversity as we explore our culture and those of others.

Specials

Spanish, art, music, library and large muscle activities are so important to the growth of each child and are an integral part of each day. We will enjoy special time with the art, music, gym, Spanish, and library teachers once a week, which greatly enhances the children's school experience.

Interest Areas

Interest areas in blocks, art, writing, science, puzzles, games, math and dramatic play are found throughout the room to encourage exploration and multi-sensory fun.

Play

We play every day! Play is pure joy that is a cherished part of childhood. Play allows children to be creative in finding new ways to interact with the world around them while developing imagination, dexterity, confidence, resilience and emotional balance.

Report Cards

Report Cards are important tools for communication. Report Cards and conferences are held in January to discuss each child's progress and to share with parents assessments of their child's readiness skills and social/emotional growth. A final report card will be issued in June. Parents are encouraged to contact the teachers with any concerns they may have throughout the school year.

Lunch/Recess

We will make every effort to go outdoors for recess each day. Children are required to wear appropriate footwear for running and climbing. Sneakers or Velcro shoes are preferred. Please no sandals, flip-flops or dress shoes. Please send a healthy snack and lunch from home.

Rest Time

The Early Childhood Program provides daily rest and/or sleep time for each child. Please send in a small blanket and pillow for use on our resting mats. No child may walk about or disturb other children who may be resting. Children are permitted to quietly look at books during rest time. After rest time, the children that are not sleeping will be offered the opportunity to participate in an enrichment activity in areas of Science, Math, and Literacy.

Communication

School notices, letters, notes from preschool, etc. will be sent home via communication folder in backpacks each day. Please be sure to check your child's folder for the work they have completed and also any notices from school. Check the teacher's website and the RB website frequently for school calendars, announcements and news from the Principal. Lastly, make sure to register so that you can receive the weekly e-newsletter via Constant Contact from the administration.

DISCIPLINE

Conduct/Behavior Expectations

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school that are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors that the students' sense of appropriateness will indicate to them.

School Safety: Threats

Reverend Brown School strives to provide a safe environment for all individuals. 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, and must have a risk assessment completed by a licensed/clinical psychologist in order to be cleared to return to school.

SECURITY

Emergency Drills

State Law requires that fire drills be held monthly. Fire exits are posted throughout the school. The fire alarm system, fire extinguishers, and the buildings are inspected annually. During the fire drills, students should follow these regulations:

- Rise in silence when the alarm sounds;
- Close windows and doors;
- Walk to the assigned place briskly, in single file at all times, and in silence;
- Stand in a column of twos, facing away from the building;
- Return to the building when a signal is given.

Safety drills are also held monthly. These include practicing procedures in the event that there would be a shooter in the building, need to exit and relocate, a lock down, or a bomb scare. The State's Department of Homeland Security prescribes these drills and the recommended protocol.

Visitors & Volunteers:

We welcome visitors and volunteers to the school. Visitors can enter only if they have a scheduled appointment. All visitors need to bring a form of identification and are subject to bag searches. **No one is allowed to visit the classrooms during school hours or hold impromptu meetings with classroom teachers.** This is an interruption to the teacher and to the educational process.

No adult should be on the school grounds without signing in at the school office and receiving a visitor badge. The Principal, teachers, and staff will stop persons on school grounds without a pass and escort them back to the main office. Visitors and/or volunteers are to sign out at the time of departure.

Anyone wishing to volunteer at the school must first be cleared by the office and, if necessary, submit to the appropriate background check as mandated by the Diocese.

All visitors and volunteers are expected to dress appropriately. Clothing should be modest and neat. Volunteers are not permitted to eat or bring food from outside vendors in order to remain in accordance with our Peanut/Tree Nut Free School Policy. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunch duty, to assist with class parties, or other school functions.

Search and Seizure

Reverend Brown School reserves the right to search desks, lockers, students, and personal belongings in order to ensure the safety and health of the students and staff.

Crisis Plan

Reverend Brown School has implemented a “crisis plan” in case of emergencies. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such emergencies, circumstances permitting, the building will be evacuated and students will be moved to a secure designated location.

STUDENT COUNSELING NEEDS

ASSIST TEAM: Academic Support Services and Intervention for Students and Teachers

The ASSIST Team is an informal, school-based committee providing assistance to students experiencing difficulties in the daily classroom setting. These difficulties may be academic, social/emotional, or behavioral in nature. Typically, the ASSIST Team is composed of the Principal/Assistant Principal, the Academy Educational Support Coordinator, the school-based ASSIST Coordinator, the referring classroom teacher, and the parents. ASSIST works collaboratively to identify the student's learning needs and to develop individualized interventions. ASSIST is a standing component of the school's continuum of services designed to improve student performances in the general education setting, and as such, works under the guidance and authority of the School Principal who has final jurisdiction over all ASSIST procedures.

Counselor

Students who have been identified in need of counseling services on a regular basis will be referred to our school counselor. If the administration deems that a student is in crisis, the family will be notified immediately so they may seek crisis intervention from a psychologist/crisis counselor.

Child Abuse Laws

Reverend Brown School abides by the Child Abuse laws of the State of New Jersey. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

STUDENT ACTIVITIES

Field Trips

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- A field trip is a privilege and not a right.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition. It is the prerogative of the grade-level teachers to determine the choice of the field trip. Field trips must have the approval of the Principal.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
- A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- Parents who are not approved chaperones are forbidden to attend the field trips on their own and shadow the school’s attendees. Attempting to do this will result in permanent suspension in volunteer privileges.

Students who are participating in the field trip **must ride the bus to and from the field trip with their class**. Students not on the bus may not participate in the field trip and will be counted absent for the day.

- All monies collected for the field trip are **non-refundable**.
- **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
- Parents who chaperone a field trip may not bring pre-school or school age siblings on the field trip.
 - All chaperones must be 25 years of age or older.

Birthday Observances

Students celebrating a birthday will be acknowledged during Morning Assembly, in their classroom, and at the Main Office. Students will be recognized by fellow students and staff singing the traditional birthday song at Morning Assembly.

All P-4 students will also be able to pick an experience in their classroom. For example, a student may want to bring in a favorite book from home and have the teacher read it to the entire class. The experience will be up to the discretion of the classroom teacher. Parents are asked to plan this experience with the teacher prior to the student's birthday. Goody bags and/or birthday favors will not be distributed during school hours.

Due to severe food allergies that exist in many students, bringing in birthday treats are not permitted at RBS. We require that all parents cooperate with this endeavor as we are trying to avoid potential/accidental exposures to deadly food allergies.

Parties

Students are permitted three class parties a year: Halloween, Christmas, and End-of-Year. Due to severe food allergies that exist in many students, pizza and a drink will be the only items permitted for these parties. Class parents are encouraged to assist the classroom teacher in planning these events.

Bringing in a variety of different treats, platters, and desserts are not permitted at RBS. We require that all parents cooperate with this endeavor as we are trying to avoid potential/accidental exposures to deadly food allergies.

Gifts

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

Invitations for birthday parties should be sent to the homes of students via the U.S. mail unless an invitation is being given to every student in the entire class.

Students are not permitted to receive flowers, balloons, or other gifts during the school day.

Lost and Found

Students are personally responsible for their own property and articles of clothing. To prevent loss, sweaters, jackets, and gym clothing must be labeled with the name of the student.

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found. **Items placed in the Lost and Found remain there for one month. After one month, items are donated to charity.**

PARENT INVOLVEMENT AND OTHER INFORMATION

Parent's Role in Education

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

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

Once you have chosen to enter into a partnership with us at Reverend Brown School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 4), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits that provide a young person with both guidance and security. It is essential that children take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence. Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

BEARS Committee (Home and School Organization)

A major function of the *BEARS Committee* is fundraising. This group is made up of chair people appointed by the principal, who advise and lead over various fundraisers throughout the school year. All parents are encouraged to volunteer for one or all of the annual fundraisers. By volunteering, parents have the opportunity to:

- Develop and maintain a partnership between the home and the school.
- Encourage communication and collaboration.
- Encourage parent participation and involvement in the total life of the school.
- Advocate for Catholic school education.

- Nourish the spiritual development of the total school community.
- Promote all school-sponsored activities.

Cultivate traditional and non-traditional sources of funding to meet the financial and physical resource needs of the school.

Communication between Home and School

In order to ensure that all communication from school reaches home in a timely manner, Reverend Brown School uses several forms of communication. In the event of an emergency or need to provide critical information quickly, the Rediker/Alert Solutions system is used. Reverend Brown School's website, www.revbrownschool.org provides up-to-date information about school events, communications and procedures on the opening page. In addition, please make sure you are registered to receive the weekly e-newsletter via Constant Contact from the administration. Teachers also maintain their own web pages accessible through our main page. These include homework and class related announcements.

Student grades are available for parents of students in grades K-4 on PowerSchool. Each family receives a password for their child's account. Teachers are available before or after school for pre-arranged conferences with parents.

Parent-teacher conferences for the Early Childhood Development Program are held in January.

Other forms of communication are made through our yearly and monthly calendar, Principal's letters, and weekly Constant Contact.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks provided by the school to the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

Parent-Teacher/Parent-Principal Conferences

Parents who would like to meet with a teacher or the Principal must make an appointment first. Do not come to the school unannounced and expect to have a conference. Please call the school first and discuss an appropriate time when both parties are available.

Internet and Computer Use Policy for Schools

Young people, as has often been said, are the future of society and the Church. Good use of the Internet can help prepare them for their responsibilities in both. But this will not happen automatically. The Internet is not merely a medium of entertainment and consumer gratification. It is a tool for accomplishing useful work, and the young must learn to see it and use it as such. In cyberspace, at least as much as anywhere else, they may be called on to go against the tide, practice counter-culturalism, even suffer persecution for the sake of what is true and good.

Vatican Pontifical Council for Social Communications

THE CHURCH AND INTERNET

Reverend Brown School encourages student use of computers and the Internet in a responsible and ethical manner. These pages tell you how you should use the computers and other electronic tools of the school responsibly. By learning to use computers responsibly as students, you will grow into adults who use computers effectively and appropriately.

Even though we use the words “computer” and “computer system” in these pages, what we say applies to all school owned electronic devices (such as but not limited to TV's, VCR's and DVD players, telephones, and tablets) that are at the school, along with any information and software programs. Additionally, any device you bring from home that uses the school's Internet connection is also covered by this policy while you are connected to the school's Internet.

Also, while we use the words “teacher” and “teachers” in these pages, what we say applies to any adult who works in the school supervising students. It does not just mean your classroom teacher or computer teacher.

The Internet system here at school is for school activities only. While there are things that you might be allowed to do using the Internet and computers at home, you might not be allowed to do some of these things here at school. This is because what you do using the computers here at school has to go along with what you are learning in your classroom - the computers and Internet are here to help you learn.

Reverend Brown can tell you what you are allowed to do, and what you are not allowed to do using the computers at school or school computers at home. We have created these guidelines to help teach you how to access computers and the Internet in a responsible and safe manner, and to be sure that you use computers and the Internet the right way while you are in school. We want you to use the computers and the Internet in a way that is Christian and doesn't break any laws.

Later on, we will ask you to sign your name to show that you understand these guidelines, and that you are promising to follow them. We will also ask your parents to sign so that we know that they agree with these guidelines, and have talked to you about these policies. Your parents also have to give you their permission to use the Internet while you are in school.

As a user of computers and the Internet, there are certain responsibilities that you have that will help protect your rights, and the rights of others.

Computing Resource Access is a Privilege.

- Computing resources that are the property of, or are licensed to Reverend Brown School are provided to you as a limited privilege. This includes both hardware and software. Your use of computer resources is not a right. The school reserves the right to extend, limit, restrict or remove computer resource privileges. If you fail to respect this policy you may be subject to loss of access and use of computing resources or disciplinary action by the school.
- In order for the school to extend this access privilege to you, you must read this document, sign and date it and return it to school for it to be kept on file. You will be asked to read and sign this document for each year you are enrolled at Reverend Brown School. Access WILL NOT be allowed unless the school has a signed copy of this document on file.

You have a right to your own personal information.

- You have a responsibility to keep your personal information private by not telling other people on the Internet where you live, how they can find you, or other personal information about yourself. People are not always honest on the Internet, so by keeping your personal information private, it will help to keep you safe from strangers.

Your classmates have the right to keep their personal information protected from strangers.

- You have a responsibility to keep all other students' personal information private by not telling other people on the Internet where other students live, how they can find them, or other personal information about the students. It is just as important to keep your friends safe as it is to keep yourself safe.

You have a right for your picture to be private. Your picture, pictures of classmates, and pictures of other people at the school should be kept private.

- You have a responsibility to keep your picture, pictures of classmates, and pictures of other people at the school private by not sending or posting the pictures Internet. Once an image is posted, you lose control of the picture and anyone can download and share it.

You have a right to be free from danger when going online.

- You have a responsibility to tell a parent or teacher if someone online asks to meet you in person or talk to you on the phone. Since people can be dishonest online, if someone asks to meet you or speak to you, they might be looking to harm you.
- You have a responsibility to tell a parent or teacher if another student tries to meet someone in person that they met online. By telling a parent or teacher, you are helping to protect the safety of the other student.
- You have a responsibility to tell a parent or teacher if an adult online tells you something that makes you feel uncomfortable or asks you to keep something secret or private. An adult doing these things could be dangerous - telling your teacher or a parent will help to keep you safe.

You have a right to keep your personal identity private.

- You have a responsibility to respect the privacy of other students by not telling or writing about what someone else told you without permission of the person who sent you the message. Just as you would not want your personal privacy exposed on the Internet, you should respect others by showing them the same courtesy.

You have a right to protect your files and keep them free from harm.

- You have a responsibility to keep your passwords, and anyone else's password that you may know, private by not sharing them with anyone else. Keeping your password safe will help to protect your files from being accessed by other people.
- You have a responsibility to respectfully share the computers with other students, and not access the school or another student's files without their permission. Just as you would not want anyone to harm your files, you must respect your teacher's and student's files by not accessing them without permission.
- You have a responsibility to respect the computers at school, and not do anything on purpose that would make them stop working or damage any information that is kept on them. If you intentionally damage a computer, you could potentially damage your classmates' files.
- You have the responsibility to not change any computer or software settings without permission. Remember, these are not your personal computers, so you cannot change settings just because you do not like them.
- You have a responsibility to help with keeping the computers safe from damage. You should not download or copy anything from another computer or the Internet without your teacher's permission. Sometimes files contain hidden programs that can damage a computer, which is why you need to ask permission from your teacher before you copy or download anything.
- You have a responsibility to tell your teacher if something on your school computer doesn't seem to be working right. The sooner the school knows about something wrong, the easier it is to fix.

You have a right to be in a setting free from offensive language.

- You have a responsibility to use the computers and school Internet in a way that represents you as a student in a Catholic school. What you say online is a reflection on both yourself and the school.
- You have a responsibility to use good language, and not use words someone else might think are mean or dirty, or language that shows disrespect or that would make someone else afraid or uncomfortable. Calling someone names, or using inappropriate language online is the same as doing it in the classroom. If your teacher would be upset with you saying something in the classroom, it is not something you should say online either.
- You have a responsibility to act maturely online. This includes not sending or posting information that puts someone else in danger, attacks or insults someone else, annoys or pesters someone, or acting in a way that could be considered bullying. If someone asks you to stop doing something online that makes them annoyed or upset, you have the responsibility to stop. It is just as bad to pick on someone online as it is in the classroom.

- You have a responsibility to use communication tools appropriately (including email, chats, instant messaging, social media/networking, and other discussion and communication tools) by not sending annoying or unnecessary messages to people. You should only use these tools in school when it is part of your assignments.

Policy on Video and Audio Recording

Students are prohibited from using video or audio recording devices to record direct instruction, class discussions, conversations, or interactions between and among faculty or between faculty and students, unless prior written approval to record is obtained from the faculty member or, if appropriate, the Catholic Schools Office. Students permitted to record direct instruction or class discussions acknowledge that the recording is for the individual use and solely to assist in studying for the class. The recordings may not be shared, released, publicly or electronically posted or distributed. Students who violate this policy will be subject to consequences including suspension of privileges, suspension from school, and/or other legal recourse

You have a right to keep other people from using your pictures, words, and ideas for class assignments without your permission.

- You have a responsibility to not copy pictures, words, or ideas that you find on the Internet and try to pretend that they are your pictures, words, or ideas. Copying other peoples' words and pretending it is your own is called plagiarism, and is something that is not allowed. When you get to college, some schools will expel you for plagiarism.
- You have a responsibility to respect the rights of people who own things by not copying things that you find on the Internet, like pictures or music, without the permission of the person or company that owns it. If you are not sure, you should ask your teacher. Copying other peoples' pictures and music and using it in your own work is called copyright infringement and is against the law. People have been sued for thousands of dollars for using pictures and songs without permission.

You have a right to be in an environment that is free from offensive and illegal material.

- You have a responsibility to not go to websites or download things that are dirty, against the law, or that talk about hating or hurting other people. These sites are inappropriate for both school and home.
- If your parents tell you about other sites or places that they want you to stay away from when you are online, you have the responsibility to listen to their instructions even when you are at school.
- You have a responsibility to not use any device connected to the school's network to do anything that is against the law or not Christian behavior. Please remember you are using computers and the Internet in a Catholic school. Your online presence is an extension of yourself - your behavior online should reflect your behavior in the classroom.

Other Things You Should Know About What You Should and Shouldn't Do Online

- Remember that your principal and teacher are allowed to look at anything that you have stored on the computers at school, and anything that you make using the Internet or computers while you are in school or school computers while at home. If the police or any other government officials need to look at information on the school computers to investigate a crime or something against the law, the school will help them. If you do anything that is against any of the things talked about in these pages, you may face consequences from your teacher or principal. They may also stop you from using the computers or Internet while you are in school.

- The school can't promise that the computer, apps, or Internet will always work at the school. You should always make a copy of anything you keep on the computers at school in case it is lost or damaged. You should always check with your teacher about any information you get from the Internet - sometimes it may not be right. If you do anything while you are online at school that costs money, you and your parents are responsible for paying for it. If you do something that breaks the computers, or costs the school money, you and your parents will have to pay for it.
- The school expects that you will follow the directions of your teachers and other school authorities when you use the computers and Internet at school. Anytime that you use the computers or the Internet, you must show a respect for others. Your actions must also show that you understand that every person is important and that we are all God's children and are brothers and sisters.
- Anything that you do online leaves a “digital footprint”. Pictures that you post, words that you type, and things that you say, can all float around the Internet forever. Help to respect and protect your future self by acting responsibly online now.
- The school reserves the right to monitor the content of materials transported over the school's network, or information stored on any computing device connected to its network.

RIGHT TO AMEND

Reverend Brown School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via email and will be posted on the Reverend Brown School.

SPIRIT OF LAW

The school administration will attempt to be both fair and just, and to act in accordance with the policies and procedures stated in this handbook when handling individual issues. However, the administration reserves the right to make decisions that are considered to be in the best interests of the entire school community. This pertains not only to student concerns, but to parent behavior as well.

Parent Signature Page
Handbook Policy Agreement Form

I have read the 2025/2026 Reverend Brown Early Childhood Development Program Parent/Student Handbook. I/We agree to follow all of the school policies and procedures as stated.

Family Name _____

Parent signature

Date

Parent signature

Date

SIGNED FORM DUE TO MRS. KLEBEZ
by September 2, 2025

PATERSON DIOCESAN SCHOOLS
Internet and Computer Use Agreement for Schools

STUDENT NAME (please print): _____

I have read, understand, and agree to everything in the Reverend Brown School Internet and Computer Policy. I understand that I am responsible for whatever I do while I am using the computers and Internet at school or on school devices at home. I know that I am expected to act like a good student in a Catholic school whenever I am using the computers and Internet at Reverend Brown School or school devices at home.

I understand that I may be punished, and lose the privilege to use the computers and Internet at School or on school devices at home if I break any of the rules in the Internet and Computer Policy of Reverend Brown School. To show that I understand, I am writing my name here.

PARENT SIGNATURE (on behalf of child):

Parental Permissions: I am the parent/guardian of the student named above. I acknowledge that I have read, understand, and agree to all terms as outlined in the Reverend Brown School Internet and Computer Policy. I have reviewed this policy with my child and have helped him/her to understand it. I also understand that this agreement will be binding during the entire career of my child at Reverend Brown School.

For Internet access:

_____ My child has my permission to be an independent Internet user, able to access the Internet at school without direct supervision or direction.

_____ My child has my permission to access the Internet at school under the supervision of a teacher or other school official.

PARENT NAME (please print): _____

PARENT SIGNATURE: _____

DATE SIGNED: _____



STUDENT DISMISSAL FORM 2025-2026

Student's Name _____ Parent Name _____

Address _____ Telephone Number _____

NORMAL DISMISSAL MODE

Monday	Tuesday	Wednesday	Thursday	Friday
BUS _____	BUS _____	BUS _____	BUS _____	BUS _____
WALKER _____	WALKER _____	WALKER _____	WALKER _____	WALKER _____
AFTER CARE _____	AFTER CARE _____	AFTER CARE _____	AFTER CARE _____	AFTER CARE _____

Public School District _____

Bus Route Number _____

Bus Animal Name _____ (if you know it)

Please be advised that no student may ride another student's bus for any reason at any time.

***For all changes to the above standard dismissal procedure, a note must be sent to your child's teacher. In the event of an emergency, contact the main office via PHONE prior to 2:00 p.m. DO NOT LEAVE A MESSAGE; MAKE SURE TO SPEAK TO A STAFF MEMBER.**

PLEASE KNOW IF YOUR CHILD IS IN A CLUB AND THE CLUB IS CANCELED, YOUR CHILD WILL BE DISMISSED PER THEIR "NORMAL DISMISSAL MODE" UNLESS YOU NOTIFY THE OFFICE.

In the event my child's district closes early, my child's dismissal will be:

BUS _____ WALKER _____ AFTER CARE _____

Parent/Guardian Signature

Date



BATHROOM WAIVER FORM

Below details the bathroom hygiene policy that requires a parental waiver for your child to be changed if she/he should have an accident.

If your child has a bathroom accident, the following procedure will take place:

1. A Reverend Brown staff member will call the parent to notify them that the child has soiled or wet themselves.
2. The staff member, while on the phone, will ask for your permission to clean and change the child into new clothing.
3. If the parent grants permission, there will be two staff members to help clean and change the child. Please be aware the soiled clothing will be placed in a plastic bag uncleaned.
4. If the parent does not grant permission, the parent or other emergency contact will be required to come to the school to change the child immediately. The child will then be relocated to the Nurse's office until the parent arrives.
5. If the accident is found to be caused by an illness, the parent will have to come to take the child home as soon as possible.
6. Throughout the course of a school year, if your child has three accidents, due to lack of control (not illness), your child will then have to be removed from the program.

Attached you will find the waiver form that you must sign and return back to your child's teacher by Tuesday, September 2, 2025. Thank you in advance for your cooperation.

Reverend Brown Early Childhood Bathroom Hygiene Waiver

Child's

Name _____ Teacher _____

Parent's Name _____ Phone # _____

Please check off and complete one of the following statements:

_____ I grant permission for _____ to be changed by a Reverend Brown staff member and a witness if he/she should have a bathroom accident.

_____ I do not grant permission for _____ to be changed by a Reverend Brown staff member and a witness if he/she should have a bathroom accident.

Parent's Signature

Date

CATHOLIC SCHOOLS OF THE PATERSON DIOCESE
PERMISSION TO PUBLISH STUDENT'S PHOTOGRAPH OR WORK

Dear Parents/Guardians:

As part of your son's / daughter's educational program, he / she will have the opportunity to publish documents in newspapers and school newsletters and / or on the school's website. Published documents might include a first and/or last name, an individual photo, a story or poem, a graphic, a science or research project, a group photograph from an activity or club. School web publishing will follow the below guidelines:

School Web Publishing Guidelines:

- Web published documents will never include a student's phone number, street address or box number, or names (other than first names) or information about other family members.
- References to e-mail addresses will be restricted to faculty, staff, and authorized staff members only.
- Documents will never include any information indicating the physical location of a student at a given time other than attendance at school or participation in school activities.
- There will never be links to student or faculty off-site web pages.
- Documents must conform to applicable diocesan and school policies and established school guidelines.
- Documents to be published must be approved by the referring teacher and the school administration or its designee before publication.
- All original student produced work that is published will be considered as protected by US copyright in the name of the student and school, and will be identified as such.
- We will publish these documents and/or photographs only with parental permission. Please consider the following options, then sign and return this entire page to the school office. The permissions you grant on this form will be effective until specifically changed at your written request. You may at any time request another copy of this form and file an amended permission. Thank you for your cooperation.

PARENT / GUARDIAN STUDENT'S PERMISSION

Student Name: _____

_____ Yes, I grant permission to publish my child's name, work, and/or photograph.

_____ No, I do not grant permission to publish anything concerning my child's work or photograph.

THIS FORM MUST BE RETURNED BEFORE A STUDENT'S WORK IS PUBLISHED.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____



AFTER CARE REGISTRATION FORM

Child's Name: _____ Grade: _____

Address: _____

Home Phone: _____ Birth Date: _____ Age: _____

Mother/Guardian's Name: _____ Address: _____

Cell Phone: _____ Business Phone: _____

Father/Guardian's Name: _____ Address: _____

Cell Phone: _____ Business Phone: _____

Emergency Contact (other than parent/guardian): _____

Phone: _____

Persons (other than parent/guardian) designated to pick up your child:

***If someone other than those designated comes to pick up your child, the child will not be released without a note signed by the parent/guardian.**

Child's Doctor: _____ Phone Number: _____

Medication child is taking, reason, and possible side effects:

Allergies or Dietary Restrictions:

Does your child have any special needs or behaviors we might anticipate?

Special interests/activities your child enjoys:
