REVEREND
GEORGE A. BROWN
MEMORIAL SCHOOL

Challenging the Youth of Today
to be Leaders of Tomorrow

PARENT - STUDENT HANDBOOK
2026-2027

REVEREND GEORGE A. BROWN MEMORIAL SCHOOL
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REVEREND
GEORGE A. BROWN
MEMORIAL SCHOOL

Challenging the Youth of Today
to be Leaders of Tomorrow

Dear Parents and Students,

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

The parent/student handbook reflects the policies of Reverend Brown School for the 2026-2027 school year. This document was created in an effort to ensure a safe and enjoyable school year for all the stakeholders of Reverend Brown School. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies laid out in the handbook during the 2026-2027 school year.

The faculty and staff of Reverend Brown School look forward to working with all of you to promote academic excellence, social awareness, 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!

Blessings,

Patricia A. Klebez
Principal

Daniel O. Rosanelli
Assistant Principal

REVEREND GEORGE A. BROWN MEMORIAL SCHOOL

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, Rev. David McDonnell, our prior pastor, and our current pastor and vice president of the Catholic Academy, Father A. Richard Carton, 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 1-3. In 1958, McKenna Hall, and the 4th grade corridor and school offices, were built. The Pre-K/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 wooden 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, Reverend Brown 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 parents/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 themselves 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
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, 2026. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten Readiness Test.

At the time of registration, all new students (grades 1 – 4) seeking admission to Reverend Brown School are evaluated on the basis of several criteria including results of placement test, standardized test scores, and report cards.

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

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.

All applicants in grades K – 4 must sit for a Reverend Brown test in academic areas.

All new students will be given a trial period at the discretion of the administration in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Reverend Brown School.

Non-Catholic students whose parents accept the philosophy of Reverend Brown School will be accepted on a space available basis.

TUITION SCHEDULE
SCHOOL YEAR – 2026- 2027

Grades K-4

First child $9100
(Multiple Child Discount: $1000.00 per student)

Early Childhood Program

5 Full Days	$9100
5 Half Days	$6815
3 Full Days	$6190
3 Half Days	$5045

*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 2026-2027; non-refundable after August 1, 2026.

After Care Services (2:30p.m.-5:30p.m.): $29.00 per day

Before Care Services (6:45a.m.-7:15a.m.): $16.00 per day

Tuition Payment Options
All tuition payments are made directly through Finalsite. After you have re-registered and/or your new student has been accepted you will receive an invite from Finalsite 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 and Registration Fee for new students must be submitted with the application.
- Returning students must reserve their spot by completing the DocuSign documents sent through email by the designated date.
- All Application and 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
Reach out to the Academy business office directly for the process to apply for financial assistance at 973-729-6125 x4001.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACADEMY BUSINESS OFFICE at 973-729-6125 x4001.

*Book Fee and the Technology Fee cover the 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, 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 maintained 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 that is up-to-date. All inhalers must be labeled with the child's name by the parent.
- **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 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.

Injury Activity Policy

Our goal at Reverend Brown School is to help our students be as safe and successful as possible both inside and outside the classroom. Students recovering from injuries that require braces, splints, stitches and or casts as well as students recovering from surgery are not permitted to engage in physical activity during Gym or recess until they are cleared by their physician for full, unrestricted activity without any assistive devices.

The physical limitations while healing increase the risk of further injury and some assistive devices risk potential injury to those around them. Recovering students will be with their class either at Gym or recess and can engage in sedentary activities (sidewalk chalk, board games, books, coloring) or walking with friends on the blacktop at the discretion of staff, if the injury permits. Students are NOT permitted on the play equipment or surrounding grounds. A physician's note is required for these students upon return to school after medical treatment or any ER visit, and a separate note clearing the student for all unrestricted activity is required prior to returning to full Gym class and recess.

UNIFORMS AND DRESS CODE

Uniform Guidelines

Students' pride at Reverend Brown School is reflected in many ways, but most visibly in the pride of the school uniform. All school uniforms are to be purchased at the Flynn O'Hara Store.

The teachers and administrators of Reverend Brown School have the right and responsibility to remedy any behavior, inclusive of student dress, that undermines the spirit of proper school decorum. Reverend Brown's dress code is intended to reinforce a climate of learning, a sense of pride in one's own appearance, and respect for the environment in which our students work. It will be enforced throughout the entire school day from the time students arrive at school until they depart at the end of the day.

The following information should be considered in light of these goals and interpreted as a guide, not a hard set of rules whose limits can be tested by students. Just because a specific practice might not be addressed in writing below does not mean that it will not be addressed in practice by school authorities.

In addition, third and fourth grade students will be deemed knowledgeable of the code and its intent and held responsible for their own appearance. As a result, warning notices will not be issued to these students before a consequence such as detention is given. Younger students will benefit from some leeway depending upon the infraction. Their parents will in general be contacted first, but even our youngest students will be expected to learn how to dress properly.

UNIFORMS	**WINTER**	**SUMMER** ***Optional through 10/31 & after 3/31***
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 a banded 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 3rd and 4th 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. *Boys in 3rd and 4th grade are required to wear a belt (brown or black).

Grades P-4 all shoes are to be dark in color (black, brown, blue or burgundy) of a loafer or oxford style, not to rise above the ankle. Sneakers, sandals, clogs, cleats, boots, and platforms higher than one inch are not allowed. Laced shoes are to be kept tied and tidy at all times.

Limited jewelry is allowed. Appropriate religious necklaces, a single inconspicuous stud earring located in a girl's lobe, or a single bracelet is allowed. Any jewelry, make-up, hair-do, or body marking considered inappropriate or distracting (e.g. heavy metal chains, leather, and nose rings) cannot be worn. Apple watches and/or smart watches with the capability to receive and send text messages are not allowed to be worn during the school day.

Students are to be clean and dressed neatly, with hair being trimmed conservatively. This applies to both boys and girls – no Mohawks, nor faux hawks, no designs or artwork shaved in their hair and no hair dye/coloring. Boys' hair length should be maintained above the brow, ear, and shirt collar. **Extreme hair coloring and bleaching is not permitted**. No beads or scarves should be worn in the hair. No artificial nails may be worn. No visible tattoos of any kind. No Hologram contact lenses. No body piercing except pierced ears for girls. Girls may wear **one** pair of earrings not larger than a dime and without hoops. Boys may not wear earrings of any kind. Jewelry should be limited to one watch, one ring, and simple crosses or holy medals on a narrow silver or gold chain. Watches with a beeping device should be disconnected during the school day. Watches that beep will be taken away and may be claimed at the administration's discretion. During the months of January and February, girls may wear plain navy blue sweatpants under their uniform during arrival, recess, and dismissal. However, pajama style pants may not be worn at any time.

Sloppy dress such as shirts and blouses not tucked, unbuttoned collars, and skorts rolled at the waist will not be tolerated, nor will inappropriate hemlines (i.e. more than three inches above the **center** of the knee). Underclothing is not to be visible, nor clash with the school's uniform.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirttails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist. Belts must be worn at all times when a shirt is tucked into pants or shorts with belt loops. Belts may be navy, brown, or black.

Physical Education Uniform

Gym uniforms are to be purchased through Flynn O'Hara. Gym socks are to be athletic socks. Light-up sneakers, roller skate sneakers, and sneakers with zippers instead of laces are not allowed.

Reverend Brown navy blue shorts and a gray T-shirt, and approved RB spirit wear items and sneakers are mandated during fall and spring. During the winter, Reverend Brown navy blue sweatpants, gray t-shirt, and approved RB spirit wear items and sneakers are mandated. Only standard sneakers are to be worn in gym classes. Spirit wear items are purchased online through our website.

During the winter, Reverend Brown's own school sweatsuit should be worn over the regular gym uniform during gym class. Students may wear their gym uniforms to school on gym days excluding days that we attend Mass. 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 "Tag Days" students may wear:

- Jeans or khaki pants
- Tennis shoes/sneakers
- Shorts no shorter than three inches above the center of the knee
- Skirts or dresses no shorter than three inches above the center of the knee
- Tasteful T-shirts

On "Tag Days" students may not wear:

- Flip-flop sandals or open back shoes (including UGG slippers)
- Tank tops
- T-shirts with inappropriate writing
- Tennis shoes/sneakers that convert to roller skates
- Pajama pants
- Make-up
- Low cut blouses/tops
- Clothing that is extremely tight or immodest, such as leggings or spandex
- Hats

General Rule of Thumb: *If you think you shouldn't wear it, you shouldn't.*

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE ADMINISTRATION.

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 should 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.

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 school hours for all students are 7:50 AM – 2:28 PM. Students not in Morning Assembly at 7:50AM, **for the start of prayer**, are considered tardy. 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 AM – 3:45 PM**.

Attendance:
Prompt, regular attendance is absolutely essential for academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's academic achievement and to foster appropriate skills in the future. **If a student is absent from school due to illness or disciplinary action, he/she will not be permitted to take part in extracurricular activities that afternoon.** A child must be present for a minimum of 164 days to be considered for a promotion.

This allows for 16 unexcused absences. In order for an absence to be considered excused, a doctor's note must be received within 3 days of the absence.

Reverend George A. Brown School is required by the state of New Jersey to follow the compulsory education law (*N.J.S.A.* 18A:38-28 through 31) which requires all children between the ages of 6-16 to attend school. Therefore, under this law, families who have children who are on track to exceed the allotted 16 unexcused absences will receive formal written notification from the administration. If the unexcused absences continue after notification, the school is required to report the family to the Division of Child Protection and Permanency.

Perfect Attendance Program
Students in grades K-4 that are present for **EVERY MINUTE OF EVERY SCHOOL DAY, *(7:50a.m.-2:28p.m.),*** are considered to have perfect attendance and are recognized for their achievement. Students cannot achieve perfect attendance if they are tardy or have left school early. Excused absences, although excused, are counted as absences. No exceptions.

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. 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, quizzes, or tests. 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.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Excessive absence, including tardiness, can be cause for a student to be retained in the current grade for another year.

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.

Arrival

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 to McKenna Hall until they are dismissed to Morning Assembly at 7:45 AM.

Teachers and staff escort students to Morning Assembly in the gym at 7:45 AM. 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's main office by their parents or guardians to be signed in and to receive a late slip. Please adjust your morning schedule to assure that your child arrives at school promptly.

*During arrival times, no student or parent is permitted to **walk** on the school grounds from Andover Road, Sparta Avenue, and South Shore Trail. Students are only to enter school grounds by bus or by car through the designated car line. Follow school personnel directions upon arrival.*

Dismissal

All students are dismissed at 2:28 PM. At that time, they are instructed to report to their place of dismissal. Students must remain on the school grounds from the time of arrival until dismissal or until they either board the school bus or are picked up by their parents or guardians.

*During dismissal times, no student or parent is permitted to **walk** from school grounds to Andover Road, Sparta Avenue, and South Shore Trail. Students are only to exit school grounds by bus or by car through the designated car line. Follow school personnel directions.*

Returning to School After Dismissal
Students are not permitted in the building after dismissal unless they are involved in school activities. They are never to be in the building without the knowledge of a staff member. Those students who have forgotten books or other items may only retrieve them with teacher supervision up until 3:30p.m. After this time, students must wait until the next day to get their items.

***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 parent or guardian no later than 2:00PM. **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.
- Students are allowed 3 late arrivals per marking period.
- If a child should arrive to school late a 4th time in a marking period, the child will be sent home at the end of the day with a conduct referral stating that the student has received a detention and that the student will not be admitted to classes the next day until the parent has had a conference with the principal to explain the reasons for the tardiness. A detention will be given for each subsequent tardiness for the remainder of the marking period.
- **If a student arrives after 10:30 or leaves before 12:30 it will count as a ½ day.**

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. Do not arrive prior to 2:15 PM. 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 car pool 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.

Bussing
Bussing is provided by the student's home district. Parents need to be aware that bus pick-up and drop-off times can fluctuate anywhere from 10-15 minutes. Therefore, please be cognizant about being at the bus stop earlier than the designated pick-up and drop-off times.

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 $16.00 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 $29.00 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 programs, 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. PowerSchool Instant Alert, and email. If school is canceled, there will be no school activities in the building, even if the weather clears.

School closings/delays will be announced through an Alert message and 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 each district. For example, if you live in Andover Township and their schools are closed, no buses will run for that district. Therefore, your child has an excused absence for that day. The same holds true for delays. If your district is on a 2-hour delay, your child will be picked up 2 hours later than their usual pick up time (7:20 a.m. would be 9:20 a.m.) Please be aware that if you drop your child off at school and your district subsequently closes, there will be no bus to take your child home, therefore transportation is the parent's responsibility.

For early dismissals, the same holds true. If your district is dismissing early, they will pick up our students early. Your child will be sent home on their regular bus unless you have instructed us otherwise. The buses will always bring your child home. Please have an alternate plan if your child arrives home before you, i.e. friend's house, neighbor, etc.

Closings 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 will either take their buses home or 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.

ACADEMICS

Curriculum
Reverend Brown School's 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 goal is to develop the ability to analyze, interpret, and make appropriate choices that are consistent with Christian values. This curriculum includes: religion, language arts (reading, spelling, penmanship, cursive handwriting, writing, phonics), math, science/health, social studies, Spanish, music theory/singing, physical education, computer education, and art as well as character education.

Religion
The religion curriculum includes instruction in Catholic doctrine and tradition, Bible study, principles of social justice, as well as preparation for the reception of the Sacraments of Reconciliation and Eucharist. The school day begins with morning prayers. Students participate in liturgical celebrations throughout the school year including Prayer Services, Stations of the Cross, and Reception of the Sacrament of Reconciliation. Students and faculty in grades Kindergarten through grade 4 attend Mass together at least once each month.

Homework
Homework is given as a strengthening device and as an extension of the learning experience that has taken place in school. It allows the teacher to determine if reinforcement is needed. Parents can do much to aid the child's progress through the proper direction of homework. Parents should provide time, place, and an atmosphere conducive to learning. Parents are requested to encourage neatness and thoroughness in the child's work and to cooperate by encouraging the child to do the assigned work. The amount of homework will vary, depending on the grade level of the child. Homework must be handed in on time for full credit to be received.

In the case of an absence, the student is still responsible for making up an assignment. It is the student's responsibility to obtain and complete all make-up work. Students must understand the importance of meeting deadlines set forth by each individual teacher.

Homework due to Vacations/Planned Absences
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.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.

Homework Policy Due to Illness
When a student is absent for illness for three or more days, 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.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Testing

Testing enables the educators to assess the student's academic performance in relation to his/her ability. All students in grades K – 4 are tested individually on the Developmental Reading Assessment (DRA) to determine several elements of reading including word analysis, fluency, and comprehension.

Students in grades 2nd- 4th also take part in the NWEA MAP Growth test. This test measures what students know and informs what they are ready to learn next. This helps create individualized instruction in all of the classrooms throughout the academic year. Students complete this diagnostic test in September, January, and May of each school year.

Report Cards/Conferences

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year (approximately every nine (9) weeks) for grades 2 -4. Students in Kindergarten receive report cards twice a year in January and in June. First grade students do not receive a formal report card the first marking period, but individual parent teacher conferences are scheduled instead. Conferences for Kindergarten students are also scheduled after the first marking period. Parents and teachers are encouraged to set up an appointment at any point in time when there are concerns about a child's social, emotional, or academic progress.

No student will be given a Report Card if tuition, library fines, or Before/After School Care Program fees are in arrears.

Promotion Policy and Retention Policy

Advancement to the next grade in Reverend Brown School is based on a student's daily attendance, daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Grading Scale (4th Grade Only)

A+ = 97 - 100
A = 93 - 96
A- = 90 - 92
B+ = 87 - 89
B = 83 - 86
B- = 80 – 82
C+ = 77 – 79
C = 73 - 76
C- = 70 - 72
D = 65 – 69
F (failing) = 0 - 64

Grading Scale (Grades K - 3)

4 = Advanced Proficient
3 = Proficient
2 = Developing
1 = Beginning
NM = Not Measured at this time

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

Honor Roll Criteria – Grade 4

HIGH HONORS
A and A+ in all academic areas; VG in all special areas

HONORS
A-,B+, B's in all academic areas, VG or G in all special areas

CITIZENSHIP
All students in fourth grade earn a citizenship grade in homeroom. This grade goes towards the student's final report card grade. A student who has incurred an after-school detention, suspension, or has not acted as a good citizen, which includes cheating/plagiarism will be ineligible for Honor Roll regardless of whether he/she has earned all A's, B's, VG's or G's during a marking period.

The honor student exemplifies the spirit of the mission of Reverend Brown School. The following criteria will also be considered for honor roll:

- Spirit of reverence
- Academic effort
- Appropriate conduct
- Respect for others
- Integrity
- Evidence of service (willingness to help)
- Exhibits leadership
- Goes above and beyond the norm

ATTENDANCE
Regardless of grades earned, if a student accumulates more than **four unexcused absences** or four tardies in a marking period, the student will not be eligible for the Honor Roll.

Cheating/Plagiarism/Forgery
Cheating of any type will not be tolerated. Students who choose to cheat face earning an automatic ZERO on the assignment, detention, suspension, and/or expulsion.

Students will not plagiarize words or ideas that they find on the Internet or other resource materials. They will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Direct any question regarding copyright law to a teacher.

Students who forge an adults' signature will face the same consequences for cheating and plagiarism.

Any student caught using Artificial Intelligence (AI) to complete schoolwork will automatically earn a zero percent on the assignment. It is the responsibility of a Reverend Brown student to have integrity and honor when it comes to their original thoughts, analysis, and completion of their school assignments.

Academic Probation
A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two-month improvement plan. At the end of the two-month period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

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.

The school administration reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, knives, guns, aerosol cans, matches, cigarettes, vape pens, toys, trading cards, cell phones, laser lights, Apple or Garmin watches, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s).**

Bus Conduct

Bus conduct affects the safety of all:

- Students are to remain in seats with safety belts fastened.
- No fighting.
- No eating.
- No disrespect or vulgarity.
- No yelling or hanging out open windows.
- All rules of the bus driver must be followed.

Any student acting in an inappropriate manner will be reported in writing by the driver to the Principal who will be responsible for discipline of the student.

The following procedure shall be used in those instances where disciplinary action is required:

- **Student's first offense**: Bus driver will give warning to the student.
- **Second offense**: An incident report will be completed by the bus driver stating the problem. Anyone listed on the bus incident report may be suspended from the bus for three days or longer according to the discretion of the administration.
- **Third offense/Continued offense**: Additional bus suspension from five days to permanent.

Serious infractions may result in the immediate suspension of riding privileges or detentions at the discretion of the Principal.

Students are to ride on assigned buses only, as directed by district transportation regulations. This means that no student is permitted to board another student's bus. No student may go home **by car** with a friend or another parent unless a note has been received that morning and approved by the Principal.

Lunch Conduct
Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Morning Assembly: Pledge of Allegiance Conduct
Every student will stand in a respectful manner and remain standing for daily prayers, the Pledge of Allegiance, and patriotic songs. Failure to do so will result in the student being expelled from Reverend Brown School.

Playground/Recess Rules
Safety and respect are most important on the playground. No fighting, rough play, or dangerous games are permitted on the playground. All students must keep to assigned areas and once the student is on the playground, he/she may not re-enter the school building until recess is over. While at recess, the following rules should be followed:

- No physical contact with other students.
- No running in between cars.
- No hard balls – Nerf type only.
- No throwing balls against the buildings.
- No hiding in between buildings.
- No playing or sitting on or under stairs.
- No playing behind the dumpsters.
- No throwing rocks or pebbles.
- Stay out of snow, ice, and puddles.
- When the bell rings, line up quickly and silently.

Before and After Care Student Conduct
While in these programs, all school rules apply. The school reserves the right not to allow a child to continue the program due to disruptive or unacceptable behavior. **All parents planning on participating must fill out a new family information sheet for the 2026-2027 After Care Program.**

School Activities Conduct
All students participating in after-school activities/sports must follow all of the school's rules and regulations. It is expected that a Reverend Brown student will conduct themselves in a manner that best represents the school's mission whether in a classroom, club, or field of play. Any student that does not live up to the school's mission while participating in any extra-curricular activities will forfeit the right to participate for the remainder of the semester.

Detention
Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. After-school detention is held every Tuesday and Thursday from 2:45 PM – 3:30 PM and is supervised by a designated teacher or administrator. **Detention takes precedence over appointments, practices, lessons, tutoring, ball games, etc.** Detentions are non-negotiable and must be served. Failure to serve a detention may result in suspension or expulsion. Students who are not picked up from detention in a timely fashion will be sent to After Care and a charge will be incurred.

After school detention is reserved for students in 3rd and 4th grade. Students in grades 1-2 will serve detentions during lunch recess for breach of class/school rules.

Suspension
The suspension of a student from a Catholic school is a serious matter and should be invoked only as a last resort. Suspension is the temporary exclusion, by the Principal, of a student from the regular school program and/or activities connected with that program. Suspension may take one of two forms:

- Removal from the school community for a specified period of time.
- In-school suspension where a child is removed from his/her class for a specified period of time. *During in-school suspension, students must be supervised at all times and engaged in appropriate work assignments.*

When it becomes evident that suspension is necessary, the administration will arrange a conference with the parents, student, and whomever is involved. The number of days of the suspension will be a decision of the administration, dependent upon the nature of the incident in question. Students who receive three or more suspensions during a given school year are liable for expulsion.

Expulsion
Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Reverend Brown School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

The administration has the right to determine cause for detention, suspension, or expulsion. All possible expulsions will be determined after consultation with the Academy President and the Diocesan Schools' Office.

Gum/Candy
Students are not allowed to chew gum or eat candy at any time on school grounds. This includes before school, during school, and after school. Disciplinary action will occur for students' chewing gum or eating candy during the course of the school day, during arrival or dismissal.

Bullying and Cyber Bullying
Reverend Brown School strives to provide a safe environment for all individuals. Bullying of any kind is not tolerated. See below information regarding Reverend Brown's policy:

Bullying: the repeated use by one or more students of written, oral, or electronic expressions, or physical acts or gestures or any combination thereof, with the intent to cause harm through ridicule, harassment, humiliation or intimidation directed at a Target.

Cyber-Bullying: bullying through the use of technology or any electronic communication.

Aggressor: means a student who engages in Bullying and Retaliation.

Target: means a student against whom bullying or retaliation has been perpetrated.

Retaliation: any form of intimidation, reprisal or harassment directed against a student who reports Bullying or provides information during an investigation of Bullying.

School Grounds: property on which the school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction, or training.

Bullying is prohibited on school grounds, on property immediately adjacent to school grounds, at any school-sponsored or school-related activity, function or program whether on or off school grounds, at a

school bus stop, on a school bus or any other vehicle owned, leased or used by the school, or through the use of technology or an electronic device owned, leased or used by the school.

Bullying by students is also prohibited at other locations and through other means if it:

- Causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or
- materially and substantially disrupts the educational process or the orderly operation of the school.

Any faculty/staff member, student, or parent who witnesses or becomes aware of Bullying or Retaliation shall report the incident(s) immediately to the principal or assistant principal.

Student Consequences may include but are not limited to:

- Loss of privilege
- Completion of letter of acknowledgement of action with apology to the Target
- Detention
- Reparation to the Target in the form of payment, or repair of damage of possessions
- Reassignment of seats in class, cafeteria or bus, or removal from the bus or extended care
- In-school suspension
- Out-of-school suspension
- Extended suspension
- Expulsion

Remedial Actions:

- Parent/Student Conference
- Counseling with licensed counselor or psychologist at the parents' expense
- Education about the effects of Bullying
- Behavioral agreement
- Cooperation with a behavioral management program developed in consultation with a mental health professional and the Principal.
- Reverend Brown School reserves the right to require any student to obtain a risk assessment completed by a licensed psychologist/psychiatrist to ensure they are not a danger to themselves or others.

A statement regarding false accusations may be subject to disciplinary actions as well.

Prevention of Bullying: Programs and counseling are in place at RB through the school's guidance counselor. Outside counseling or referral services are available upon request.

Blogs and Social Media

Engagement in online media such as, but not limited to, Snapchat, Twitter® (X), Instagram®, and Facebook®, etc. may result in disciplinary actions if the content of the student or parent's page/account includes defamatory comments regarding the school, the faculty, other students, or the Academy.

Catholic Schools of the Paterson Diocese Policy on Posting of Information on the Internet:

The Internet is a public forum with unrestricted access. For this reason, the school restricts permission for the posting of information related to the school, our staff, and our students on the Internet. No student or teacher is permitted to use images of the school, the school logo or seal, school staff, or students in any form on the Internet or in any form of electronic communication without specific written permission from the administration. The posting of any such information on any website, bulletin board, chat-room,

e-mail, or other messaging system without permission, or the posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the administration at the parish, school, and/or by the Diocese of Paterson.

Cell Phones
Students are permitted to bring cell phones to school however they must be turned off and left in the student's backpack. Should a student use a cell phone in school, it will be taken away and the parent will need to pick it up at school. Students needing to call home need to get permission from their teacher and may go to the front office to make the call.

Sexting
Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

Texting
Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension, and/or expulsion.

Virtual Reality Sites
Virtual Reality Sites pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students whose avatars depict other students, teachers, or parish staff in a defamatory light will face detention, suspension, or expulsion.

Harassment
Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Drugs and Alcohol
Students who possess drugs and/or alcohol at school or at any school function will face suspension and/or expulsion.

Off-Campus Conduct
The administration of Reverend Brown School 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.

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.

School Safety
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 at parent expense in order to be cleared to return to school.

Harassment of any type is not tolerated. The Principal or Assistant Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

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.

COMPUTERS/TECHNOLOGY

5075 CATHOLIC SCHOOLS OF THE PATERSON DIOCESE

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 or 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 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.

G Suite for Education Accounts
(Google Accounts)

Students in grades 2nd through 4th grade at **Reverend Brown School** will be provided with G Suite for Education accounts. Students will receive an official **@popejohn.org** email address that will grant them access to the G Suite for Education, which provides free Internet-based programs such as Gmail, Google Drive, Meet, and Classroom. The purpose of these accounts is to increase the collaboration among teachers and students, as well exposing students to skills important for 21st Century learners.

These accounts are intended to enhance students' learning. Teachers will be using G Suite for Education for posting lessons, assignments, resources, and discussions. Since this is an Internet-based service, students will have access to their accounts both in school and at home. This enables students to easily access their classwork at home and vice versa.

The student accounts are to be used for educational purposes only. As such, the following measures will be enacted:

- Student email accounts are limited to sending and receiving inside of **@popejohn.org**. Students will only be able to send and receive emails from other students and teachers in the school.
- Every student email sent and received via their **@popejohn.org** account will be archived; school and academy personnel will review and monitor these archives for inappropriate student behavior regularly. In the case that a problem is found, action will be taken in accordance with the school's discipline policy.
- Students are to use the accounts in accordance with the schools Acceptable Use Policy. Parents are responsible for monitoring their child's use of G Suite for Education while at home.
- The school reserves the right to suspend any student's account found to be in violation of the school's Acceptable Use Policy. In such cases, the student will be referred to the administration for further action.

Additional notices and compliances:

- **Children's Internet Protection Act (CIPA):** In compliance with CIPA the school provides filtered Internet to students, as well as lessons in digital citizenship as to appropriate online behavior. While in school, student G Suite for Education is accessed via the content filtered Internet.
- **Children's Online Privacy Protection Act (COPPA):** COPPA applies to commercial companies and

limits their ability to collect personal information from children under 13. Google Advertising is turned off for G Suite for Education users. As such, no personal student information is collected for commercial purposes. The school's use of student information is solely for educational purposes.

- **Family Educational Rights and Privacy Act (FERPA):** FERPA protects the privacy of student education records and gives parents rights to review student records. Parents have the right, at any time, to investigate the contents of their child's email and G Suite for Education files.

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.

Articles Prohibited in School

Any student found to have explosives in any form or any item which could be considered a weapon under New Jersey statutes in his/her possession, or who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm in the school building, on the school grounds, on school buses or at school activities, shall be immediately removed from the school's regular education program and shall be subject to expulsion by the Diocesan Superintendent.

Under New Jersey Statutes and for the purposes of this policy, any item that looks like a weapon is considered to be a weapon. The school is also required to notify the local police in these situations. Laser pointers, unless used in a classroom under the supervision of a teacher, are strictly forbidden. Failure to comply shall result in a suspension. Furthermore, student depiction of violence in any form will not be tolerated and may result in mandatory counseling, suspension and/or expulsion by the Diocesan Superintendent depending on the severity of the matter.

Failure to report any knowledge of weapons or explosives on school grounds will result in disciplinary action as deemed necessary by the school administration and Diocesan Superintendent.

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.

Crisis Plan

Reverend Brown School has implemented a "crisis plan" in case of an emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such an emergency, 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.

Special Education Resources and Accommodations

Provided to students "Eligible for Special Education and Related Services" at Reverend Brown School

- ☑ Supplemental instruction for grade K-4 students for one or two 30-minute sessions per week when specified in the Service Plan*
- ☑ Related Services- such as Speech therapy and Occupational therapy when specified in the Service Plan* and as deemed appropriate by Administration.
- ☑ English as a second language (ESL) when specified in the Service Plan*
- ☑ Testing Accommodations such as oral and/or modified testing, extra time for testing, small group testing, when specified in the Service Plan* and as deemed appropriate by Administration.
- ☑ Instructional Resources:
  a. Multisensory teaching
  b. Differentiated Instruction
  c. Blended Learning
  d. Learning Centers
  e. Positive Behavioral Interventions
  f. Strategy instruction (i.e. organizational strategies, homework strategies, class preparation strategies, socialization strategies, problems solving strategies)
- ☑ All students attending Reverend Brown School must adhere to the current disciplinary, academic, and attendance policies.

* Special Education Program and Related Services provided by the Sussex County Educational Service Commission (SCESC).

Counseling

Students who have been identified in need of counseling services will be referred to the school counselor.

If, at any time, the administration becomes concerned about a student's physical, emotional, or psychological well being, he/she may be subject to a mandated psychological evaluation. The evaluation must be completed prior to the student returning to school.

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

Liturgical Celebrations

All students, regardless of religious affiliation, are required to attend all liturgical and Para-liturgical celebrations. Proper respect and decorum are mandatory to foster Christian values. All students are to be dressed in the formal, traditional uniform when attending Mass. The student body attends Mass as a school community on a regular basis. Each grade alternates in preparing these liturgies, which are a celebration of faith and community. Parents and family members are welcome to attend.

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 preschool or school age siblings on the field trip.
- All chaperones must be 25 years of age or older.

Clubs/School Activities
Reverend Brown School offers a variety of after school activities and clubs. These clubs generally meet once or twice per week. Participation in after school clubs requires parent permission and may also require a fee. Failure to submit the appropriate paperwork or fee will result in denial of participation.

Students that are not picked up from after school activities promptly will be sent to After Care. Associated fees will be incurred.

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

Library
The school has a well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. The student must replace books damaged or lost before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lockers/Cubbies
Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

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.**

Students who lose a library book, textbook, or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunch/Snacks
Students may bring their lunches from home or participate in the school's lunch program by pre-ordering on a monthly basis. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks, or excessive amounts of candy. **Parents are not permitted to bring lunches or drinks from carryout restaurants at any time during the school day**.

A nutritious mid-morning snack should be provided for the child from home.

Telephone
Permission to use the telephone must be obtained from the school secretary. The office phone is a business phone and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. **do not constitute emergencies**. Arrangements for after-school visits with friends should be made at home.

PARENT INVOLVEMENT AND GENERAL 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.

Being a 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 (PreK 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.

Home and School Organization: BEARS Committee

A major function of the HSA *(Home School Association aka BEARS COMMITTEE: **B**enefiting the **E**ducation of **A**ll **R**everend Brown **S**tudents*) is fundraising. This group is made up of chair people that are 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 PowerSchool 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, the main office sends out a weekly newsletter called Constant Contact. Please make sure you sign up to receive these emails via the school's website. Teachers also maintain their own webpage 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 Rediker. 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.

Parent-teacher conferences are held in November for grades K and 1 in lieu of a written report card.

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

Sacramental Program
The sacramental life of the children of the Catholic tradition is an important component of the religion program at Reverend Brown School. Preparations for the sacraments of Reconciliation and Eucharist take place during the second grade. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to receiving First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

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.

Volunteers
All individuals who volunteer in the school must complete the Volunteer registration form and will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

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 assist with class parties, or to decorate bulletin boards.**

When volunteers are in school and are in need of FOB access to certain parts of the building, they must obtain permission by the Principal first. The Principal will then release the FOB to the requesting individual. The FOB must be returned immediately upon completion of the volunteer activity.

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.

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's website.

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 and Student Signature Page
Compliance Agreement

I have read the 2026-2027 RBS Parent/Student Handbook. We agree to follow all of the school policies and procedures as stated.

Family Name_____

_____ _____
Parent signature Date

_____ _____
Parent signature Date

_____ _____
Student signature Date

_____ _____
Student signature Date

_____ _____
Student signature Date

_____ _____
Student signature Date

***Both parents and students must sign.**

SIGNED FORM DUE TO MRS. KLEBEZ BY SEPTEMBER 1, 2026

5075.1

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.

STUDENT SIGNATURE: _____

Parental Permissions: I am the parent/guardian of the student named above. I acknowledge that I have read, understand, and agree to all terms as outlined in the 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: _____

Family Agreements and Signatures: GSuite and Chromebook
(Students in 2nd through 4th Grade)

I hereby release **Reverend Brown School** and its personnel from any and all claims and damages of any nature arising from my child's use of or inability to use the school technology, including, but not limited to, claims that may arise from the unauthorized use of the Chromebook to purchase product or services.

I understand that it is not possible for **Reverend Brown School** to restrict access to all materials, and I will not hold the school responsible for materials accessed on the Chromebook. I also agree to report any inappropriate Chromebook use to school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

To have access to the Chromebook and charging unit, we agree to abide by this entire contract. Both school and parents share the responsibility to educate students concerning ethical use of technology.

I accept full responsibility for damages to the Chromebook caused by enrolled student, their parents, siblings, friends, or any other user.

I have read and discussed this Contract and the Acceptable Use Policy with my child and agree to abide by the rules set forth in this document and the Student Handbook.

I give my child permission to use G Suite for Education. By doing so, I agree to enforce acceptable use when my child is off school property.

I give permission for my child and the school to publish student work created in G Suite for Education online, with the understanding that student's last names and confidential personal information will not be published.

Parent/Guardian Name:
_____

Parent/Guardian Signature: _____ Date: _____

Students: Please sign.

I will be cautious when communicating online.
I will not post any private information about others or myself while online.
I will not share my username or password.
I will use school technologies for school-related activities.
I will follow the same guidelines for respectful, responsible, behavior online that I am expected to follow offline.
I will alert my teacher and **Reverend Brown School's** IT person of any problem with my Chromebook or any inappropriate content.

Student Name: _____

Student 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 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:_____

REVEREND
GEORGE A. BROWN
MEMORIAL SCHOOL

STUDENT DISMISSAL FORM 2026-2027

Student's Name_____ Parent Name_____

Address_____ Telephone Number_____

NORMAL DISMISSAL MODE

Monday	Tuesday	Wednesday	Thursday	Friday
BUS_____ WALKER_____ AFTER CARE_____	BUS_____ WALKER____ AFTER CARE_____	BUS_____ WALKER_____ AFTER CARE_____	BUS_____ WALKER_____ AFTER CARE_____	BUS_____ WALKER_____ 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

REVEREND
GEORGE A. BROWN
MEMORIAL SCHOOL

PERMISSION FORM TO WALK TO AND FROM SCHOOL
UNATTENDED

I/We _____ the parent(s) of

_____ in grade _____ allow
Student's Full Name

him/her to walk unattended to and/or from school following the dismissal of each day for the 2026-2027 school year.

I/We do not hold Reverend Brown School or its staff responsible for my child once he/she has left the school building.

_____ _____
Parent's Signature Date

_____ _____
Parent's Signature Date

REVEREND
GEORGE A. BROWN
MEMORIAL SCHOOL

AFTER CARE REGISTRATION FORM

Child's Name: _____ Grade: _____

Address:_____

Home Phone:_____ Birthdate:_____ 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:
_____
_____