



*"It's a Great Day to be a Saint!"*

538 Church Street

Middletown, New Jersey 07748

[www.stmaryes.org](http://www.stmaryes.org)

Main Office.....	732-671-0129, ext. 300
Student Services.....	732-671-0129, ext. 307
Nurse.....	732-671-0129, ext. 306
Athletics.....	732-671-0129, ext. 300
Admissions.....	732-671-0129, ext. 301
Campus Ministry (PREP).....	732-671-0129, ext. 319
Technology Lab.....	732-671-0129, ext. 310
Center for Achievement.....	732-671-0129, ext. 317

Eternal God  
Bless all schools, colleges, and universities,  
especially Saint Mary School,  
that they may be lively centers for sound learning,  
new discovery, and the pursuit of wisdom;  
and grant that those who teach and those who learn  
may find you to be the source of all truth;  
through Jesus Christ our Lord.

ADMINISTRATION

- Pastor of St. Mary Parish.....Fr. Jeffrey Kegley
- Principal .....Mr. Craig Palmer
- Vice Principal.....Mr. Dennis Poracky
- Athletic Director .....Mr. Patrick Riddell
- Guidance Counselor.....Ms. Katherine Anderson
- Technology Coordinator.....Mr. Anthony Gambale
- Extended Day Program Coordinator.....Mrs. Margaret Dolan
- Transportation Coordinator.....Mrs. Maryanne Hemhauser

INTRODUCTION

Saint Mary School is accredited by AdvancED and a member of the National Catholic Education Association. Saint Mary Elementary has completed over 60 years of service to the people of Middletown Township and the surrounding communities. The school continues to fulfill the vision of its founder, Monsignor Robert T. Bulman, as it offers to area youth the opportunity to receive a Catholic education in the Catholic tradition. With the start of a new school year, we ask God's blessing on all of us as we work together in developing the potential of

our youth. Saint Mary may add, change or delete the handbook during the school year if warranted by the Administration.

## MISSION STATEMENT

Saint Mary School offers an educational program that develops the intellectual, physical, social, and emotional growth of each child. Essential skills are addressed in a challenging curriculum that stresses our Catholic Identity. The school environment fosters the development of spiritual values through worship, instruction, example and service while assisting parents in teaching the gospel message of Jesus Christ.

## SCHOOL MOTTO

“It’s a Great Day to Be a Saint!”

## SCHOOL COLORS

Blue and Gold

## SCHOOL MASCOT/NICKNAME

“The Saints”

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## SCHOOL SONG

### “The Bells of St. Mary’s”

“The Bells of Saint Mary’s, Oh hear they are ringing. They’re calling the faithful come worship, come sing. And so my dear brothers let’s join them in singing. We know those bells ring out, ring out for God, our King.

The Bells of Saint Mary’s are ringing out our tune. Our school is the greatest, so here’s what we’ll say. Hip, Hip, Hoo-ray for Saint Mary’s. We love you so dearly. So let us all sing out, sing out for you and me.

We students of Saint Mary’s are here and we’re singing, and parents are saying God bless this great day. We students have learned all our History, our English. We studied, worked, we learned, we grew each day, each day.”

Words: Saint Mary School

Music: A. Emmett Adams

Arrangement: Angela Brummert

## PHILOSOPHY

**“I may have a gift of inspired preaching; I may have all knowledge & understand all secrets; I may have all the faith needed to move mountains – but if I have no love, I am nothing.” 1Cor [3:2]**

The mission of St. Mary School is two-fold: to assist parents in teaching their children how to live the Gospel message of Jesus Christ actively and responsibly, and to prepare students to become able participants in our American society by instructing them in fundamental academic skills.

We attempt to create a school environment which fosters the development of spiritual values from a Catholic perspective through worship, prayer, instruction, example and service.

Our primary academic goal is to offer a balanced program which develops the intellectual, physical, social and emotional nature of each child. A graded program, kindergarten through eighth grade, has been established which encourages students to develop their full potential. We use a variety of instructional techniques to accomplish this goal.

Because we acknowledge that there is a hierarchy of thinking skills, we see education as a developmental process. At the primary level, emphasis is on acquiring basic skills. Listening, recalling, reading, writing, logical thinking and motor skills are introduced. As students' progress through the upper levels of study they are continuously challenged in higher thinking skills such as problem solving, interpretation, inference, analysis and evaluation.

Teachers are responsible for working within the Diocesan curriculum guidelines. Multi-sensory methods are used to teach, review and reinforce materials appropriate to the grade level. A significant part of our approach to learning stresses a teacher's attitude that is accepting, nurturing, encouraging and supportive. Thus, our teachers strive to be positive role models and trusted advisors. Teachers use their own creativity in establishing an atmosphere which promotes a desire for learning and motivates students to reach their fullest potential.

Curriculum is developed and reviewed continuously by faculty and administration following the basic guidelines presented by the Diocese of Trenton. Where necessary, modifications are made in response to the educational needs of our students. Students who are in need of remedial help are offered compensatory and supplemental education under state and federally funded programs. In addition, as part of the holistic approach, our curriculum also includes music, art, computers, conversational Spanish, and French in our educational program.

In accordance with the mission of St. Mary School, we teach our students the importance of loving God and neighbor through example and formal instruction. We try to develop respect for all life, and a sense of responsibility for promoting peace and justice through global awareness. We give students opportunities to experience Christian community through liturgies, sacraments and service. We are committed to developing the universal values of honesty, charity, justice, patriotism, and stewardship. Teachers encourage activities which allow students to practice these values in their daily lives.

Students develop a positive self-concept through encouragement, praise and recognition of individual talents. Integrated into the curriculum are many opportunities to teach students to value and respect their own uniqueness as well as the diverse backgrounds and cultures of others. Students are encouraged to treat each other with dignity and respect and to develop a sense of responsibility that is appropriate for their age. They are also encouraged to develop decision-making skills that can be effectively applied in real life situations.

The physical well-being of students is provided for through such programs as Physical Education, and Substance Abuse Prevention. In addition, a variety of extra-curricular activities are available for interested students which are run by volunteer parents and teachers. One full-time nurse attends to students' needs during school hours and conducts annual health screenings with the assistance of other parent nurses.

The teacher-to-teacher relationship at St. Mary School is unique. This is evidenced in faculty cooperation, communication, openness and support. One of the outstanding features of our school is the genuine sense of community among faculty members. This spirit permeates the total school environment.

We recognize that teacher and parent communications is important. Throughout the school year there are many opportunities for parents to discuss their child's progress or to seek help with problems. An open house at the beginning of each academic year informs parents of school programs and curriculum. There is a parent/teacher conference each year and several parent meetings are held regarding sacramental preparation. Because we feel that cooperation between school and home is greatly responsible for the success of students, we encourage open communication between parent and teacher regarding problem areas as well as student progress. The PTA also keeps parents informed of special projects, events, meetings, and other achievements of the students.

The administrative policies follow guidelines set by the Diocese of Trenton. St. Mary School interpretation and implementation of these policies are clearly stated within this Handbook. Further clarification of policies, if needed, is made by the Pastor, Principal or Assistant Principal.

In summary, the St. Mary School strives to be a true example of how Catholic moral teachings and practical knowledge can be blended into one balanced harmonious approach to learning.

## STATEMENT OF SPIRITUALITY

The pastoral mission of St. Mary School is to assist parents in the formation of their children as knowledgeable and participating members of the Catholic Church. The administration, faculty and staff attempt to form a Christian Community within which the children of St. Mary School can grow in faith.

The administration, faculty and staff, through our word and example, will provide an atmosphere that will enable the children to appreciate and understand their faith more fully. We will also provide a firm foundation of Catholic values on which the children can base their responses to future life issues.

Daily prayer, Friday liturgies, seasonal prayer services, all-school liturgies and frequent opportunities to receive the sacraments will enhance the students' spiritual development. Our children will be prepared in a special way for the sacraments of First Penance, First Communion and Confirmation. We are encouraged to teach as Jesus did.

## PARENTAL RESPONSIBILITY

Parents are the primary educators of their children. We recognize and appreciate this principle and presume that you are sending your children to our school in order that you may be assisted in helping them grow in appreciation and understanding of our faith. We believe that it is important for the message of Catholic Christianity to come from the home and the school. Therefore, we presume that parents will see that their children attend Liturgy on Sunday and Holy Days of Obligation, and that the values of the Catholic faith are being reinforced at home.

For those families from other religious traditions we encourage the family to be united in the practice of their religious beliefs. Children from other religious traditions are expected to attend our religious services, and to maintain a respectful attitude towards our beliefs and practices.

Catholic Education requires the active interest and involvement of parents in their child's school progress. However, involvement will not be permitted to become interference. Where parents repeatedly and insistently attempt to impose their views as to the educational process upon the school administration, the educational progress of the child and other children will be adversely affected. In such instances, if parental involvement becomes interference it will affect the on-going enrollment of your children in our school. (Diocesan Policy 2010)

## STATEMENT ON BIAS AND PREJUDICE

Saint Mary is a community based on Christian values of respect, dignity, and love for all of God's children. Any form of peer abuse of any member of the Saint Mary community will not be tolerated. Such behavior will be subject to disciplinary action including withdrawal.

## PARENT-TEACHER ASSOCIATION GOALS

- To help parents and teachers acquire a profound appreciation of the ideal of Catholic Education.
- To advance Catholic Education and the welfare of the children in the school.
- To promote a clearer understanding of the mutual educational responsibilities of parents and teachers.
- To encourage the home and school to cooperate in discharging their responsibilities.
- To study the neighborhood environmental conditions which influence children's behavior.
- To help parents explore strategies to solve child behavioral problems.

Membership: Each family is a member of the PTA.

Meetings: PTA meetings are held periodically throughout the school year.

Other activities: Each year the PTA also involves itself in a variety of social and fundraising activities. For example: dances, activity day, athletic events, craft shows, etc. Your assistance as a volunteer worker and/or patron is appreciated.

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## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held each year to permit individual teacher and parent consultation. Parents are encouraged to attend.

Parent-teacher conferences are provided on an “as-needed” basis. Parents are encouraged to contact teachers whenever they feel the necessity to do so. A few moments over the telephone or via email can often prevent major concerns from developing. Teachers are likewise encouraged to contact parents for the same purpose.

Proper procedure for parents seeking a meeting/conference with the administration regarding a teacher is to meet with the teacher first.

## ENTRANCE TO SCHOOL

The safety and welfare of our students is our primary concern.

**ALL VISITORS (parents, students and others) must enter the school through the main entrance.**

The following procedure should be followed:

1. Push bell button located on right wall of the main entrance.
2. Office personnel will acknowledge the request to enter.
3. **All entering must report to the Main Office and sign-in to receive a pass and instructions from office personnel.**
4. Students are not allowed to open doors for anyone.
5. No one will be permitted to go to classrooms without authorization.
6. If a student forgets his/her lunch, gym clothes, books, etc., the items may be dropped off in the Main Office. The student may or may not be called out of class. It is the student's responsibility to come to the office and ask if the items are there. All items must be labeled with the child's name and homeroom.

## ADMISSIONS

Kindergarten students must be five years old by October 1st. All new students must present a certificate of birth and baptism, and a health record of immunizations and diseases. If a student is transferring from another elementary school, St. Mary School requires a copy of the last two years' report cards and a parent's report of the last two years' standardized test scores (i.e., SRA, CTBS, ITBS, Terra Nova). There is a non-refundable processing fee for each child. An appointment with the guidance counselor is required for transferring students.

Registration for the next school year will take place during Catholic Schools Week. An announcement noting the exact time of registration will be placed in the Saint Mary Church bulletin and on the school website.

Students of St. Mary School will be asked to register for the next school year in the spring, via a letter sent to the parents. There will be a yearly **non-refundable registration** fee required at this time. **Students presently enrolled at St. Mary, who evidence questionable behavior and academic patterns will be evaluated for re-registration at the end of the academic year.**

Transfers: Parents of students who are withdrawing from school should inform the school office in writing as soon as this is determined to give necessary time for the completion of school records. The parent must sign a record release form so that records can be sent to the new school. A student transferring into St. Mary School must complete the application process and submit the necessary documentation and fees before the application will be reviewed. If a student is withdrawn from the St. Mary Elementary School, the tuition amount due St. Mary Elementary School will be based on a ten-month basis. For example, if a student is withdrawn in December, four-tenths of the total will be due. The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly. If a parent transfers a student from St. Mary School due to philosophical differences between the parent and St. Mary School, that student will not be readmitted to St. Mary School.

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## FINANCIAL OBLIGATION

If in the course of the school year, the terms of the tuition agreement are not met and bills for tuition and fees are delinquent and no specific arrangements for payment have been made with the tuition officer then the terms and conditions of the **Saint Mary School Contract will apply**. In addition, the following shall apply:

- No student will be registered for the following year until all conditions of the agreement have been met for the present year.
- Any graduating student with outstanding debts may not participate in graduation ceremonies or receive the official school diploma.
- There will be a \$25.00 charge for any check not honored by the bank.
- A student who is in arrears with tuition may not attend any student activity such as dances and extra-curricular school trips.
- No refunds for student fees will be given to students who withdraw during the school year.
- Local Aid applications will not be accepted unless the FACTS application has been completed.

## TUITION and FEES

On July 1, 2019, the Saint Mary Parish School Board will be developing three-year Strategic Plan for the elementary school. Goal number one in this plan addresses the financial viability of the school. The action plan mandates that the school revise its financial aid application for local funds to ensure a more equitable distribution of resources.

As begun with the 2011-2012 academic year, all applications for financial assistance must first apply for Diocesan Aid through FACTS before they will be considered for local funds. Applications for local aid can be made after notification from the Diocese. This application will

be reviewed on a confidential basis by the Tuition Assistance Committee established under Diocesan guidelines. Funds will be distributed on a needs basis based on availability of funds.

There are several options for paying tuition:

1. Parents may elect to pay the tuition in full.
2. Make two payments directly to the school. Payments are due on or before June 6, 2019 and January 6, 2020.
3. Join FACTS Tuition Management Plan with an option of automatic bank account deduction, monthly invoicing or credit card payment (Amex, Discover or Mastercard)
4. All families will be required to register and pay tuition through FACTS.
5. Families desiring to acquire a loan for tuition can apply through “Your Tuition Solution” YTS. The YTS link and instructions can be found on the SMS website under the “Admissions”, “Financial Information” tab.

Transcripts, student progress reports and diploma may be withheld until all fees are paid. If payment is not made when due, a reminder will be sent 30 days after the due date. A second reminder will follow two weeks later with a request to withdraw your child within 10 days. This policy is established in justice to all who promptly and faithfully support the school with timely payments.

\* Temporary reversals, illness or unemployment situations should be brought to the attention of the Principal prior to payments becoming delinquent.

#### Other Fees:

For families with three or more children these fees can be spread out over several months to be paid in full by June 1. Please request a form for leveled payments from the office staff. Extended Day schedule and fees are available at the Main Office.

Registration                      \$100.00 for single child/ \$200.00 per family per year **NON-REFUNDABLE.**

Kindergarten/ECC Fee        \$180.00 per child

8<sup>th</sup> Grade Graduation Fee \$200.00 (approximate) per child

Pre-K Tuition -                      3 Full Day - \$5,320.00 per child – 2019-2020 School Year  
    5 Full Day - \$5,975.00 per child – 2019-2020 School Year

Kindergarten - \$5,975.00 per child – 2019-2020 School Year

1-8 Tuition - \$5,975.00 per child – 2019-2020 School Year

Late Fee: \$40.00

Returned Check Fee: \$25.00

**Parent Agreement regarding tuition and fees:**

We accept full legal responsibility for the above named student and agree to pay in full on the date due all tuition and fees payable with respect to such student. We understand that any failure to meet the foregoing obligations may result in our child not being permitted to attend classes and that until all financial obligations with respect to the student have been satisfied in full, the School will have no obligation to transfer credits, grant a diploma, or release interim or end-of-year records or transcripts.

Additionally, we understand that the School reserves the right to use collection agencies and other legal means to collect unpaid tuitions.

We understand that this enrollment agreement is for the entire school year, and agree that the School may require the withdrawal of or dismissal of any student if, in its sole discretion, it concludes that such student's attitude, influence, or behavior does not serve the best interests of the School. We further understand that a positive and constructive working relationship between the School and a student's parents (or guardian) is essential to the fulfillment of the school's mission, and agree that the School may terminate enrollment, or decline to re-enroll a student, if the School, in its sole discretion concludes that the actions or inactions of a parent (or guardian) make a positive and constructive working relationship impossible, or interferes with the School's accomplishment of its mission. We agree that in accordance with the school's tuition policy, no portion of any tuition or fees for a student be either refunded or canceled upon early withdrawal or dismissal of the student.

## ATTENDANCE

New Jersey State Law Title 18A requires that all students be in school during all days and hours that school is in session. The responsibility for the compliance with this regulation belongs to the parents.

Regular and prompt attendance on school days is required of all students. **STUDENTS MAY NOT BE DROPPED OFF AT SCHOOL BEFORE 7:15 AM** as professional supervision is

not available. Frequent absences will warrant a parent conference with the Administration. Excessive absences may cause retention.

If a student is in school for less than four hours on a given day, that day is counted as a full day absence.

## ABSENCE NOTIFICATION PROCEDURES

The Parents must notify the school office:

1. before 9:00 AM of the reason for their child's absence
2. when their child has any communicable disease, infection, or infestation.
3. when their child is hospitalized or suffering from any prolonged illness.

If a phone call is not received by 9:00 A.M., office personnel will call the student's parent or designated emergency contact to verify reason for absence

**When a child returns to school after an absence, the student is required to present a note to his/her teacher, signed by a parent stating the reason for the absence.**

The following are legitimate excuses for absence:

Illness of a student

Court appearances

**Unavoidable** appointments with the orthodontist or doctor

Death in a family

Family emergencies

Other reasons acceptable to the school administration

Each parent and student must realize that it will be impossible to duplicate much of the work that is missed. **It is the student's responsibility to make up any assignments missed.** Absences for longer than one day, require a full 24 hours' notice to the school office in order to gather the assignments and books. Missed work will be sent home after the second day of absence. After returning to school, the student is allowed the same number of days he/she was absent for make-up of assignments.

If an eighth grade student is absent for final examinations, the student will be given the opportunity to make up the exam. On the day the student returns to school he/she will be

expected to begin to make up the missed examinations. Students returning to school on an exam day will be expected to take the exam assigned for that day.

Please note: A student may not participate in any extra-curricular activity on the day that he/she is absent from school. We urge parents to cooperate and not send students to school who are ill but who wish to play in a sport that day. It is unfair to the students and staff.

If there is a change in the way a student is ordinarily dismissed, a written request must be submitted to the office no later than 1:00 PM the day of the change in procedure.

For extended absences of ten consecutive school days, home tutoring is available through the Monmouth-Ocean Educational Services Commission (For 407-1). The application for home instruction may be obtained from the Guidance Counselor. The application for home instruction is processed through the Student Services Office. After an extended absence, the student must present written documentation from his/her certified medical doctor before being allowed to return to school.

Vacations during the school year are unexcused absences. Parents are expected to assume the total responsibility for the educational needs of a student on vacation during the school year.

## TARDY POLICY

Students are considered tardy if they are not in the school building by the 8:05 AM bell. Students who come into the classroom after 8:05 AM must report to the office for a late pass.

## EARLY DISMISSAL OF STUDENTS

Parents are asked not to request that children be excused during school hours for medical appointments unless it is absolutely unavoidable. In the event that it becomes necessary for a student to be dismissed earlier than scheduled, the procedure is as follows:

1. A **WRITTEN REQUEST FROM THE PARENT, STATING THE REASON, MUST BE SUBMITTED.**
2. This request should be brought to the school office and classroom teacher no later than 8:30 AM the morning of the appointment.
3. All early dismissal notes must be submitted to the office and will be kept on file by the child's homeroom teacher.

4. NO student will be dismissed between 2:05 pm and 2:25 pm without a note submitted to the homeroom teacher by 8:30 am that day. Dismissing students between 2:05 pm and 2:25 pm is disruptive to both the classrooms and the main office.

### EMERGENCY CARDS

Parents will receive two emergency cards at the beginning of the academic year. On this card should be listed responsible people to be contacted in case of an emergency, should the parents be unavailable. **THESE PEOPLE MUST BE REACHED EASILY DURING THE SCHOOL DAY. IT IS THE PARENTS' RESPONSIBILITY TO KEEP THE INFORMATION ON THIS CARD CURRENT.** It is important that this information be accurate, as valuable time may be lost if it is outdated. Send any change of address and home or work phone numbers to the Main Office immediately.

If a student becomes ill or injured, the School Nurse contacts the parents. Students may not contact parents/guardians directly. It is the responsibility of the parent or the person authorized to pick up the student to see that he/she is picked up at the Health Office as soon as possible. No child will be sent home from school unless accompanied by a parent or designated authorized adult as listed on the emergency card. The adult must sign an early release form before leaving the building.

### EMERGENCY ALERT SYSTEM

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. Our school uses **Honeywell Instant Alert.**

Honeywell Instant Alert System is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, or pager in any combination. Instant Alert can also be used to notify of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Below are instructions for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Add contact information of other caretakers of your children, such as a grandparent or neighbor

We encourage you to take advantage of this opportunity, as we will be utilizing this system for most of our school-to-home communications. If you need assistance with your profile, please use the “Help Request” link found on the Instant Alert website, or contact the school at 732.671.0129 extension 310. If you do not have access to a computer, please feel free to come to the school to use our facilities.

**Website URL:** <https://instantalert.honeywell.com>

**Register and create your account:**

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on “Parent” in the New User box.
3. Complete the student information form. Click “Submit”
4. Complete the corresponding screen. Click “Submit”
5. After receiving the Confirmation message, click “Proceed” to get started with Instant Alert.
6. *Note:* Remember your login name and password so you may use it to update your profile.

**View and check details about yourself and your family members:**

1. Upon successful login, click on “My Family”
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

**Configure alert settings for yourself:**

1. Click on “Alert Setup”
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on “Save” when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on “Add”.

4. For email and text messaging you may send yourself a test message. Click on “Send Test Message” to send yourself a message.

**View History of Alerts:**

Click on “Alert History” to view Alerts that have been sent to you. Use the calendar icons and “Alert Type” list to filter the Alerts. Identify key contacts for your children.

1. Click on “Other Contacts”
2. Click on “Add New Contact” and complete the form
3. Click on “Save” when complete
4. If you would like this person to receive Alerts from the school, return to the “Alert Setup” page to configure this person’s alert settings.

## SCHOOL CLOSING

**Please observe the following procedures for SCHOOL CLOSINGS:**

1. Notification of emergency closings will be posted on the home page of St. Mary School web site, [www.stmaryes.org](http://www.stmaryes.org).
2. The Honeywell Instant Alert System when appropriate.
3. We ask parents to use good judgment regarding conditions in their neighborhood.
4. In cases of emergency, early dismissal or closing of only St. Mary School due to equipment malfunction (i.e., heat, water), announcement will be made via Honeywell Instant Alert System and website.

Under unusual circumstances, after school is in session, it may become necessary to close school early due to a snow/weather emergency. In these cases St. Mary School usually follows the decision of the Middletown Board of Education.

1. The Honeywell Instant Alert system will be used.
2. At an emergency dismissal, the students will be sent home the usual way to which he/she is accustomed. For example, if the student rides the bus, bus transportation will be provided. If the student is a walker or is usually picked up, they will be escorted by a teacher to the Mater Dei Prep or Church Street area. **The student will be returned to the Main Office if there is no one to pick them up.** Students who are not picked up at dismissal will be taken to the school office. We will attempt to contact parents again. **If we are unable to locate parents, the students will be escorted to the Extended Day Program. There will be a fee charged for this service.** It is suggested that parents have an emergency plan for any situation when your child returns home

and finds no one there. Your child should know where to go or what to do if this situation should arise.

3. If the student usually goes to Extended Day, he/she will do so. Due to weather emergency situation, please pick up your child as soon as possible.

4. **The parent must call the school if a student is to be dismissed other than the way he/she usually goes home.** If school is closed due to a weather emergency, **ALL SCHOOL ACTIVITIES ARE CANCELLED.**

### EMERGENCY DRILLS

Emergency Drills such as Fire drills, evacuation, lockdown drills are held at regular intervals as mandated by the state of New Jersey. In all drills, it is absolutely necessary that students remain quiet and to follow the instructions of their teachers and administration. Parents are encouraged to discuss the purpose of these drills with their children.

### DELAYED OPENING

If the Middletown Township Public Schools have a delayed opening, St. Mary School will follow that procedure. For example, if there is a two-hour delay, then our emergency delayed opening time is 9:55 AM. Buses will also arrive two hours later for pick-ups on delayed-opening emergency days. If we have a two-hour delayed opening on a scheduled half day, our dismissal will be extended until 2:25 PM. **The cafeteria will not be open on these days. Therefore, the students must bring their lunch.**

### BELL SCHEDULE(S)

<i>Time Start</i>	<i>Time End</i>		<i>Monday - Friday</i>
<b>Daily</b>			
7:55	2:25		*
<b>Early Dismissal</b>			

7:55	12:05	No lunch served.	*
<b>Drop Off</b>			
7:15	7:50		*
<b>Extended Day</b>			
2:25	6:00PM	Fee applies.	*

## STUDENT SERVICES

Phone- (732) 671- 0129 ext. 307

Hours- 11:00AM-2:30PM Monday- Friday or by appointment

Ms. K. Anderson– Guidance Counselor

The overall goal of the Saint Mary Student Services Department is to help students recognize their full potential and to assist them in reaching it. With the assistance of the Student Services, students evaluate their strengths and weaknesses so they may successfully meet the challenges that are presented to them.

Conferences between the student and the counselor will be held periodically. A student or parent may request a conference at any time. Parents are encouraged to schedule appointments by calling Student Services at 732.671.0129 x307.

Informational services are an important component of any Student Services program. Various materials are maintained in the Student Services Office to assist students and parents.

## CENTER FOR ACHIEVEMENT

Phone: (732) 671-0129 ext. 317

Mrs. Madalene McCoy - Lead Teacher

The Center for Achievement (CFA) is a school within a school offering remedial and enrichment instruction in a seminar setting with a certified and fully trained teacher. Educational plans are tailored to the individual learner with input from parents, teachers, and students. Admission is by application or referral. An additional fee may apply.

Child Study Team (CST) services are offered through the CFA in conjunction with Monmouth Oceans Education Consortium (MOESC). A child that exhibits signs of academic difficulty is referred by the classroom teacher to the CFA. After an assessment is made the child may be referred to MOESC in consultations with the parents, teacher, lead teacher and director.

CFA programs are always guided by the Catholic belief in the value of all children.

## HOMWORK ASSIGNMENTS

When a student is absent from school, parents may consult the individual teacher's E-board for assignments. Homework is due on the due date. A student will have the amount of days they were out of school to make up assignments for excused absences only.

Families are discouraged to schedule vacations/trips during the school year. Students are responsible for all material covered in their absence. Teachers are not obligated to give the students work during an extended vacation.

In accordance with the principles of good education, the school's policy is to give homework to all grades each day. Homework assignment pads are recommended for all students in grades 4 – 8. Overnight assignments will vary in length of time according to the subject and grade level of the individual student. In general, it is expected that our students will spend the following amount of time on written homework and study:

Grades 1 – 2 10 to 20 minutes

Grades 3 – 4 30 to 45 minutes

Grades 5 – 6 1 to 1 ½ hours

Grades 7 – 8 1 ½ to 2 hours

Long term, individualized assignments and book reports will give a student the opportunity to budget his/her time in relation to his/her routine assignments and activity. **Homework is expected in on the day it is due. Not submitting assigned homework on time may impact trimester grades.**

As part of the general school process, homework provides an opportunity for the student to:

1. reinforce a lesson or concept;

2. perform on an individualized basis; and,
3. establish and develop solid work/study habits.

The role of the parent in relation to homework assignments is:

1. to encourage the student to put forth his/her best effort;
2. to help plan a practical time schedule for school work;
3. to monitor the completion of the assignment; and,
4. to bring any particular difficulties to the attention of the teacher.

Students absent from school have the same number of days to complete the work equal to the number of days they were absent. This does not apply to long-term assignments. Students are given ample time to prepare these long-term assignments. After the **second day** of absence, parents may call the school office for homework. At least 24-hours notice must be given in order to gather the assignments and books. **NO HOMEWORK WILL BE COLLECTED AT THE OFFICE FOR ONE DAY ABSENCE.**

Students are encouraged to have a fellow student who is a friend/neighbor collect homework assignments and books for them while they are ill.

## HONOR ROLL

The Honor Roll applies to students in grades 6 through 8. A student must maintain an 85% average or above in each of the major subjects to be eligible for the Honor Roll. The major subjects include: Integrated Language Arts, Religion, Social Studies, Mathematics, Science, and Foreign Language (Gr.7 & 8). Students who receive a 1 (progress is needed) in a non-major subject will not be eligible for the Honor Roll. Students who maintain a 93% average or above in the major subjects will be eligible for High Honors recognition. Honor Roll certificates will be issued after each trimester. Students who make the Honor Roll all trimesters will receive a trophy at the annual Awards Assembly.

## CURRICULUM

Religion, Integrated Language Arts, mathematics, science, social studies, phonics and penmanship, are offered daily. Grades Kindergarten through 4 are self-contained. Grades 5 through 8 are departmentalized. All students have one physical education, art and music period a week. Computers are available in all classrooms, the computer lab and the instructional media center.

In addition Spanish, French, and character development guidance classes are offered. Students in grades Kindergarten through 5, have one media period a week and students in grades 6 – 8 periodically use the media center.

Grades 6-8 utilize a middle school model with a modified block schedule two to five days a week. Content area teachers offer enrichment courses related to their course content on a weekly basis for the entire year.

Students may be eligible to receive the following remedial assistance as determined by standardized testing, child study team evaluation, and/or teacher evaluation: remedial reading or math; speech therapy; supplementary instruction and in-class support.

For an additional fee, instrumental music lessons are available at St. Mary School through the SoundWaves program. The instrumental music teacher provides lessons during the school day and after school on a rotating schedule for students in grades 4 through 8. Piano lessons are available for students in grades 1 through 8.

Email: [jbutts@stmaryes.org](mailto:jbutts@stmaryes.org) for more information regarding the SoundWaves program.

## GRADES

Grades are based on the quality of work a student performs in the classroom, on homework, on tests, etc. The school year is divided into three trimesters. Progress reports and report cards for K-2 are mailed each trimester. The final report card is mailed in June. Progress reports are not issued for grades 3-8. Middle School parents have access to parent portal for the on-line gradebook – Parent Portal. The Technology Director will provide log in and password information at the start of the school year.

Questions and issues regarding Genesis and the parent portal should be addressed to Ms. Anderson, Technology Coordinator at [kanderson@stmaryes.org](mailto:kanderson@stmaryes.org) or by calling 732.671.0129 ext. 307.

## MIDDLE SCHOOL GRADING STANDARDS

Saint Mary Middle School courses are organized based on the level of content complexity, curricular depth, and student expectation. The objective of advanced level courses is a secondary level of content volume, complexity, and student expectation.

## GENESIS a.k.a. Parent Portal

Genesis is designed to link grade 3-8 parents and the school together via the Internet. It enables parents to access their child's current academic progress and status including such information as assignments, school announcements and current progress. Email capability is also provided for improved

communication between parents and the school. Progress Reports are not issued for grades 3-8. All parents are **required** to register with Saint Mary School for access to Genesis.

## GRADING SYSTEM

To obtain letter grades for quarter marks and exams, the following system is used:

A = 92.5-100

B = 84.5-92.4

C = 75.5-84.4

D = 69.5-75.4

F = 0-69.4

Credits for each course are awarded when a student obtains a final average of 70 or better for year-long courses and for semester courses.

## EXAMINATIONS

Mid-term and final exams are an integral part of the learning process. Therefore, all students in 7<sup>th</sup> and 8<sup>th</sup> grade are required to take final exams in June.

## ACHIEVEMENT TESTS

Mr. D. Poracky – Vice Principal, School Testing Coordinator

Tests are administered as follows:

Fall Semester: Grades 2-8 Renaissance Star 360 Assessment

- Testing Window October 7-25, 2019

Winter Semester: Grades 2-8 Renaissance Star 360 Assessment

- Testing Window January 6-24, 2020

Spring Semester: Grades 2-8 Renaissance Star 360 Assessment

- Testing Window April 27-May 15, 2020

Assessments will be administered three (3) times per year in both Math and Language Arts. Each assessment will last 20 minutes and be done on a computer, making the results available to the teachers immediately. Additional time will be available for students with an Individual Service Plan. The assessments are designed to act as formative assessments, where results can be utilized to gauge student achievement and drive instruction.

## MIDDLE SCHOOL TRACKING CRITERIA

Students in Middle School are assigned tracks based upon the following criteria:

- Trimester Grades (3)
- Standardized Test Scores in both Language Arts and Mathematics
- End – of – Year Assessment

All placements are made based upon quantitative data alone. Students can move from one track to another based upon performance during the first trimester with the ultimate goal of having all students experience academic success and progress at the appropriate pace.

## SCHOLASTIC PROGRESS

The mutual cooperation of school and home is essential for children to be successful learners.

### 1. Parent/Teacher Conferences:

Formal parent-teacher conferences are scheduled in October following the distribution of progress reports. These conferences are scheduled by appointment and time is limited. If parents feel more time is needed, a conference may be scheduled at any time during the year at the request of the teacher or parent. Parents will see upper level teachers (Grades 5, 6, 7, 8) together to save time and to offer a comprehensive report regarding the student's progress.

### 2. Progress Reports:

These reports are issued following each Trimester in grades K-2. Parents should carefully read the report and discuss it with their child to be sure he/she understands the significance of the marks. Grades indicated are based on the average for the marking period. The final grade is

based on the average for the trimester marking periods. The criteria used for determining grades includes, but is not limited to, class participation, homework, class assignments, quizzes, tests, projects.

### 3. Interim Notices:

Interim reports are sent home mid-way through the trimester. These reports may indicate that a child is experiencing difficulty or the notice may be a commendation. Not all students receive an Interim Notice.

### 4. Informal Conferences:

Parents or teachers may request an informal telephone or personal conference at a mutually convenient time. Parents may make arrangements for those conferences through the office or by sending a note to the teacher, or via email. Conferences must be pre-arranged.

### 5. Promotion:

The general policy of St. Mary School is that students are promoted upon the recommendation of the teacher and the Principal. If a student fails one or two subjects, summer school or an approved tutorial program is required. If there is a possibility of retention, a parent/teacher conference is required at the end of the second trimester.

In order to progress to the next grade level, students must have satisfactorily passed all major subjects. Students who have not made satisfactory progress in one or two subjects are required to attend a summer school remediation program in order to be promoted. No more than two subjects may be taken in a summer program, therefore, students who have not made satisfactory progress in three or more subjects will be considered for retention or withdrawal from St. Mary School.

**An 8th Grade student must pass all subjects and all tuition and fees must be paid in full before a diploma will be issued. In addition, personal and academic records will not be transferred to the students' high school of record.**

## CHRISTIAN SERVICE

Christian service is the act of doing work for God, willingly spending your time and resources for the spread of the gospel. It is best developed as a sign of the dedication of the individual to show the love of God for the people and particularly people in need. Community service refers to action taken to meet the needs of others and to better the community as a whole.

Holy Childhood Association (HCA): Students support the Catholic missions through the collection of money for the HCA. The school does not permit the collections of any other monies without first obtaining permission from the Office of Campus Ministry and/or the principal.

## MONSIGNOR ROBERT T. BULMAN SERVICE PROJECT

Students will be required to perform 90 hours of service for the parish, community, and/or school during their years at Saint Mary. These service hours must adhere to the Christian Service definition listed above. Students will need to get their project or projects approved by Mrs. Marsh, provide credible evidence of service accomplished including a final reflection paper for each service task completed. Any service done without approval by Mrs. Marsh will not be accepted.

\* The total hours over the four years must meet or exceed 90 hours.

## STUDENT ACTIVITIES, ATHLETICS, ORGANIZATIONS AND CLUBS

A diversified program is offered for both boys and girls. The program includes:

<b>Basketball</b>	<b>Yearbook</b>
<b>Softball/Baseball</b>	<b>Student Council</b>
<b>Soccer</b>	<b>Altar Servers</b>
<b>Fall Cross Country</b>	<b>Spring Track</b>
<b>Tennis</b>	<b>Cheerleading</b>
<b>Marathon Kids</b>	<b>Art Enrichment</b>

	<b>Gr.(5-8)</b>
<b>French Club</b>	<b>Drama Club</b>
<b>Math Team</b>	<b>Floor Hockey</b>
<b>SoundWaves Music Instruction</b>	<b>TheatreWorks</b>
<b>Tutoring/Test Prep</b>	<b>Chess Club</b>

**Participation in extra-curricular programs is a privilege which may be revoked by the Administration for academic and/or behavioral reasons.** If a student is failing any subject, continued participation will be at parental decision in consultation with the administration.

**A medical release form and contract are to be submitted to the school and an annual physical examination is required for participation in all sports activities.** The medical release and contract will be kept by the school nurse. School team members must abide by policies described in the Athletic Contract.

Announcements, newsletters, and postings are used to inform students of starting dates/times and procedures to be followed regarding extra-curricular activities.

## FIELD TRIPS

Field trips are scheduled by teachers for educational enrichment. When such trips are being planned, permission slips will be sent home to be signed and returned to school. Walking trips within the campus, which are part of school work, will be taken without usual parental consent. All field trips are properly supervised. Students are expected to observe the highest standards of conduct and to dress appropriately. Chaperones are the designated class parents of each homeroom. Chaperones are not permitted to bring younger siblings with them on the field trip. **PARENTS WHO DO NOT PERMIT THEIR CHILDREN TO PARTICPATE IN THE FIELD TRIP, MAY NOT JOIN THE SCHOOL GROUP AT ANY TIME.** Most field trips are at the student's expense.

Field trips are a privilege not a right. Disruptive behavior in school will not be tolerated. Participation in field trips will be at the discretion of the administration and teachers.

## GENERAL RULES OF CONDUCT

**1. Skateboards, rollerblades, phones, electronic beepers, any type of radio, iPads, iPods, recorders, earphones, cameras, or tapes are not to be in school for any reason and are to be out of sight at all times. If brought to school, these items may be confiscated. A parent may be required to pick-up same at the school office. These items may not be returned to the student in school.**

2. Students should treat each other and school personnel with mutual respect. Abusive language, bullying, sarcasm, insubordination and any other inappropriate conduct will not be tolerated.

3. Respect for school property is expected from every student. Writing on desks, walls, etc., will not be tolerated. Parents/students will be responsible for any damage or cleaning that is necessary. Appropriate disciplinary action may be taken.

4. The possession of matches, knives, weapons, or any other dangerous material is forbidden. **Immediate suspension and/or withdrawal is warranted.**

5. During playground time, students are to remain at all times under the direct supervision of an aide or a teacher. At no time may a student reenter the school building without permission.

6. No student should be in the faculty room. If a student must go to the faculty room for an emergency reason, he/she must knock on the door and wait for a teacher.

7. Students should walk in an orderly fashion in the hall and other areas of the building. Talking, running, pushing, and horseplay are prohibited. Students should walk to the right in the halls at all times.

8. Smoking in the building, on school property, or on the buses is prohibited at all times. **Immediate suspension is warranted.**

9. Students are expected to observe the highest standards of conduct at all sports events and at any other school-sponsored activity or performance. At St. Mary, we take pride in our sportsmanship.

10. Possession of cigarettes, alcohol, or drugs of any type is PROHIBITED and is illegal on school grounds. **Immediate suspension is warranted.**

11. Students may not leave the school grounds under any circumstances without approval from the Main Office.

13. Students are responsible for the care of their books. Parents/students must pay for damaged, lost or stolen textbooks or library books not returned. Student records may be withheld if books are not returned or payment is not received.

14. St. Mary School becomes co-tenants of all the contents of students' desks and lockers. Saint Mary students will have no expectation of privacy of lockers, bags, etc.

A positive and constructive working relationship between Saint Mary School and the student is essential to the fulfillment of the School's educational purpose. The administrator reserves the right to waive and/or deviate from, any and all disciplinary regulations for just cause at his or her discretion. Therefore, the School, in its sole discretion, can request withdrawal or suspension of a student, or deny enrollment or re-enrollment of a student if (i) a student's behavior or performance demonstrates an unwillingness or inability to be productive within the School community; (ii) a student, parent, guardian or other individual closely associated with a student fails to cooperate with the School or disregards or is unable to abide by the rules and regulations of the School; or (iii) the School determines that the continued involvement of a parent or guardian with the School is not in the best interests of a student or the School.

The above rules apply to all school-sponsored activities, including those activities that take place on school grounds before or after regular school hours and for all school activities that take place off school grounds.

## STUDENT CODE OF CONDUCT

The faculty and staff of St. Mary School **attempt to help students become aware of and accept the principles of Christian living.** This should lead each child to an awareness of personal dignity and the dignity of school associates. Self-respect and respect for others should be a natural consequence of this awareness. Discipline in a Catholic educational community is part of a teaching/learning process. Self-discipline, rather than imposed discipline, is our aim.

The administration and faculty of St. Mary School endeavor to develop a specific, positive approach to discipline. This includes attempting to create an atmosphere of trust, acceptance and learning in a place where there is courtesy, communication and joy with attention to rules and regulations which have been formulated and promulgated.

### **On the student's part:**

It is important that students understand that acceptable standards of behavior will be expected at all times. These include:

1. Showing respect for others in word and action.
2. Arriving at school on time.
3. Wearing the full school uniform.
4. Being prepared for class, including homework assignments completed to the best of one's ability and necessary materials available for use.
5. Showing full cooperation regarding lunch regulations.
6. Maintaining order in the hallways.
7. Sharing one's talents generously.
8. A sense of student responsibility for obeying and an awareness of what happens when school rules are violated. Teachers will make every effort to employ ordinary classroom procedures in order to correct a student's misbehavior. Parents will be informed and asked to aid in the correction of this misbehavior. **Questions regarding classroom discipline should be discussed first with the classroom teacher before consulting the administration.**

Students of St. Mary School are informed of behavior expected of them in accordance with their age and experience. Should students refuse to recognize the rights of others or neglect the responsibilities that have been placed upon them or should their actions interfere with the right of

teachers to teach and students to learn, they will be held accountable.

The following are **some** examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Students may be disciplined, serve detention, or be suspended for any of the following (discipline will be age appropriate):

1. The possession, transmission, and/or use of any kind of weapons, tobacco, vaping materials, drugs, or alcohol. Students holding a cigarette will be presumed to be smoking. \*\*
2. Bullying, insolence, disrespect, insubordination, anti-social behavior.
3. Fighting – physical or verbal
4. Leaving the classroom or leaving school without permission
5. Vandalizing, damaging, or stealing school or private property\*\*
6. Threatening, intimidating, or causing bodily harm to any person\*\*
7. Continued and willful defiance of authority\*\*
8. Cheating on an exam or assisting another to cheat
9. The use of improper language
10. Inappropriate displays of affection
11. Rowdy behavior
12. Gum chewing
13. Disruption of class
14. Indecent or lewd behavior\*\*
15. Arson\*\*

\*\*Serious offenses warranting immediate suspension and a conference with Administration regarding continuation at St. Mary School.

## TRANSPORTATION AND SAFETY

Bus transportation is provided by the local Board of Education who determines eligibility and bus routes. Transportation forms are sent home through the school and must be returned promptly. Before school starts in September bus passes are sent directly to the home of eligible students. Middletown residents may access bus transportation on line or by calling the Middletown Board of Education, 732-671-3850, ext. 1007. The bus pass lists the location of the bus stop and the time of pick-up. Any applications sent in after March 12 may cause a delay in receiving bus transportation. Bus passes are issued by the local Board of Education

Transportation Department.

**The following regulations exist for the safety of all children:**

**Parents who pick-up their children should do so in the following areas:**

1. If you are picking up your child from the Church Street side of the school, you may drive no farther than the first parking lot.
2. If you are picking up your child off from the Cherry Tree Farm Rd. side of the property, **YOU MAY GO NO FARTHER THAN THE MATER DEI PREP PARKING LOT.**
3. Parents must not drive their cars **BEYOND THE KINDERGARTEN TRAILER.**
4. Any student whose ride home does not arrive at dismissal time **MUST** report back to the office to seek assistance.
5. When exiting the Mater Dei Prep parking lot follow the road in front of Mater Dei Prep, make a left on Monsignor Bulman Drive and exit the property onto Cherry Tree Farm Road.

**Bikes, Mopeds, Rollerblades, Skateboards etc:**

1. St. Mary School accepts no responsibility for bikes which are parked on our property during the day.
2. Students may not ride mopeds to school.
3. Rollerblades and skateboards are prohibited on school grounds at all times.
4. Heelys are not to be worn on school property.

**Bus Conduct:**

1. The bus driver represents an extension of the authority of the school and bus owner; the driver is in complete charge of the bus.
2. The bus driver may assign specific seats to students if it becomes necessary. Students are expected to sit in the seats assigned.
3. Food, candy, etc. is not permitted on the bus, as indicated by the local Board of Education regulations.
4. Orderly conduct must be maintained at all times.
5. Students may ride their **ASSIGNED** bus only, as indicated by N.J. State Law.
6. Students are to remain seated at all times on the bus. Hands and heads are to remain inside the windows.
7. Students who become serious disciplinary problems on the school bus will have their riding privileges suspended.

**Dismissal Line Conduct:**

Students are to remain quiet, form two straight lines and follow the directives of the teacher and patrol on duty.

### PLAYGROUND COURTESY CODE

1. Playground boundaries are set by the Assistant Principal and the teachers.
2. No student may leave the playground area. Admission to the building is by permission only.
3. Contact games such as tackle football are forbidden.
4. Students are to show courtesy and respect to the teacher and playground aides.
5. As recess time ends, the teacher will ring a bell, indicating all activity ends and students quietly line up in homeroom lines.

### DETENTION

Detention is considered a serious matter. Working together, parents and school, we can hope for a change in behavior when appropriate consequences are given to the student who misbehaves. Teachers assign detentions after ample warning is given and as a last resort to correct errant behavior choices.

The following are some examples of student behavior that violate school policy when they occur at school or during school activities. This list is not intended to be all inclusive.

**Actions warranting Detention:**

Insolence, disrespect, anti-social behavior, or insubordination

Fighting

Cheating on an exam or assisting another to cheat

Use of improper language

Inappropriate displays of affection

Rowdy behavior

Repeated and unexplained class tardiness or truancy

Gum chewing

Disruption of class

Leaving classroom or school without permission  
Intolerant behavior and bullying  
Disregard of uniform code

Detention is from 2:25 PM to 3:15 PM. The detention slip is to be signed by the parent and returned immediately. If a parent is more than 15 minutes late for detention pick-up, the student will be sent to the Extended Day Program. Parents will be billed for this service according to the Extended Day Program policies. Ordinarily, parents will receive a written notice prior to the detention. Notices must be signed by a parent or guardian and returned to school the following day. Students must serve detention on the day indicated by the teacher unless an emergency arises. **Students who do not serve the detention receive an additional detention; excuses should not be written requesting deferred detention because of inconvenience. Detention is an inconvenience for the teacher as well as the parent. After the third detention a conference will be held with the parents of the student.**

## SUSPENSION

**Actions warranting suspension: This list is not intended to be all inclusive.**

1. Possession, transmission and/or use of any kind of weapons, drugs, tobacco, vaping materials or alcohol. Students holding a cigarette will be presumed to be smoking.
2. Vandalizing, damaging or stealing school or private property. (Restitution must be made)
3. Fighting – Physical
4. Threatening, intimidating, bullying, or causing bodily harm to any person
5. Habitual use of profanity
6. Defiance of authority
7. Skipping Detention

A student on suspension may not participate in any school-related activity during the day/days of suspension.

### Expulsion (Diocesan Policy 5114.4)

Expulsion is viewed as a radical action at which point the Catholic school is saying that the student's interest would be better served in another environment. While it is not possible to enumerate all cases that could arise, several categories of cases are listed for guidance. Other problems of equal seriousness may arise and should be treated similarly.

1. Possession of weapons and drugs

2. Continued and willful defiance of authority
3. Physical assault
4. Extortion
5. Arson
6. Gross disorder (including mob action)
7. Grave defacing or destruction of school property
8. Possession of and/or trafficking controlled substances
9. Criminal activity, including criminal charges or indictment
10. Possession and/or trafficking in pornographic materials

ST. MARY SCHOOL EVALUATES STUDENTS EACH YEAR BEFORE REGISTRATION FOR THE FOLLOWING YEAR. A STUDENT WHOSE BEHAVIOR INDICATES THAT HE/SHE IS UNABLE TO PROGRESS OR BEHAVE SATISFACTORILY WILL NOT BE ELIGIBLE TO REGISTER.

### TRANSFER FROM SCHOOL

Parents wishing to withdraw their children from St. Mary School should pick up the necessary forms at the office. It is strongly recommended that an appointment be made with the Principal before the final decision is made and transfer forms are submitted. There will be no refund of fees paid to St. Mary School when a student leaves. Tuition refund will be based on a ten month basis. For example, if a student is withdrawn in December 2018, four-tenths of the total will be due. If a parent transfers a student from St. Mary School due to philosophical differences between the parent and St. Mary School, the student will not be readmitted to St. Mary School.

### HEALTH SERVICES

A full time Registered Nurse is employed to be of service to the students and faculty in case of illness and/or accident. Students who become ill are to report to the Nurse, who will determine what medical attention is required. If the nurse is not in, the student must report to the Main Office. **Students may not call home or text to have a parent come to school to pick them up. This call may only come from the Nurse.**

- Students who leave because of illness may not attend or participate in any extracurricular activities that day.

- Students released during the school day due to any emergency, including illness or inclement weather, may only be released to persons authorized by the parent as an emergency contact on the Emergency Information card. Parents and guardians are responsible for updating emergency contact information with the Main Office and Health Services.
- Should it be necessary for medication to be taken in school, these guidelines are to be followed:
  - The parent or guardian of the child must provide a written request for the administration of prescription/non-prescription medication at school.
  - Written orders are to be provided to the school from the private physician or school nurse practitioner working in collaboration with a licensed physician. Diagnosis of the type of illness involved, the name of the drug, dosage, time(s) to be administered, and any possible untoward reaction must be included.
  - Medication authorization forms are available in the Nurse's office and eBoard.
  - The medication must be brought to the school in the original container appropriately labeled by the pharmacy.
  - The school will provide a locked secured place for the safe storage of medication and prescribed drugs. The storage place is to be kept locked at all times.
  - The Nurse and/or parent/guardian are the only persons allowed to administer medications in the school.
  - Documentation is maintained by the school nurse.
  - Students will be permitted to self-administer medication (e.g., inhalers, epi-pens) only for life-threatening illness or conditions. A doctor's order is still required for self-administration of medication.
  - The school shall not be liable for any condition that arises from the self-administration of medication by the student.
  - Students may not keep prescription/non-prescription medication on their person or in their lockers.
- Any injury sustained in school or on school grounds is to be reported to the nurse immediately. Any student injured during school or during any extracurricular activity is to follow these guidelines:
  - An accident form is to be filled out immediately by the nurse and/or coach (moderator).

- Parents/Guardians are to use their insurance first as the primary coverage.
- The school carries a secondary insurance policy, and forms may be picked up from the Nurse or Main Office. Company regulations apply.
- If medical attention is required, the claim should be filed with Saint Mary within seven days.
  - Any student entering Saint Mary must have a doctor's physical before the first attendance date.
  - All school athletes must have a doctor's physical at least once a school year. The athlete's physical must comply with state regulations. Acceptable forms may be obtained from the Campus Athletic Department. One physical is needed each year for an athlete.
  - Yearly screening of all students' height, weight, hair, vision and hearing is performed.

## GUIDELINES FOR MANAGING FOOD and FOOD ALLEGIES AT SCHOOL

*"Healthy Saints are Happy Saints"*

Saint Mary School is committed to providing a safe environment for all of our students and we especially recognize those students with possible life threatening food allergies. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents and physicians to minimize risks and provide a safe educational environment for food allergic students.

Students enrolled in your child's classroom may have a life threatening allergy to one or more of the following allergens: Peanuts, Tree-nuts, Dairy, Eggs, Soy, Wheat, Fish, and Shellfish. Avoidance of these products is the primary method of managing this health issue at home and in school.

For those students allergic to these allergens, airborne allergies or even residue left on surfaces can lead to serious reactions by inadvertent contact. In an effort to limit this problem, our school has developed procedures to ensure student safety as it relates to food brought into the classroom from the outside. The procedures, although new to St. Mary School, have been in place in many districts in the state including Middletown.

**All classrooms will be Nut Safe, meaning no peanut or tree nut products will be allowed to be brought into any classroom.**

**Peanut and tree nut products will still be allowed during lunch are to be eaten in the cafeteria only.** A designated Nut Free table will be available in the cafeteria and will be cleaned following each use with soap and water.

**Students will be told not to share food with others students or staff.**

No staff member will be responsible for determining if a food/drink is safe for a student with food allergies.

The avoidance of life threatening food is the best method of protection we can offer to our students. Parents are obligated to inform the school nurse and teacher of any allergy diagnosis or concern. We cannot maintain health records without communication from home. Classroom teachers will address food allergy issues with their students.

Medication may be stored in the Health Office as well as the child's classroom and may be stored in a locked container at the end of the school day. Students may be allowed to carry their own epinephrine, if age appropriate, after written approval from the student's physician and parent/guardian.

Staff members are trained in the administration of Epi-pens, CPR and AED's.

Teachers will be responsible for carrying emergency medications on all field trips.

**Saint Mary School will celebrate four (4) yearly approved parties. All Saints, Christmas, St. Valentine's, and End of Year party.** These four (4) parties are the only time that food may be brought in to the school. Grade specific and subject specific celebrations such as K Gingerbread and Thanksgiving, Ellis Island Day, Colonial Day and Cinco de Mayo will be permitted. **Items containing peanuts or tree nuts will NOT be allowed at any celebration at any time in the classroom.** Home baked and store baked goods will NOT be allowed at any time in the classroom. The Head Class Mom must give the teacher one weeks' notice as to what food items will be brought in to the classroom for an approved party. The School Nurse will keep a menu of food items that are suggested and in compliance with these policies.

**Birthday celebrations will not be centered around or include food in the classroom.**

Students in grades K-5 may "dress down" on their birth day or at a date chosen by the classroom teacher. The birthday student will also receive a certificate from the teacher redeemable on Pizza Day for a free cupcake or Oreo cookies on the next scheduled Pizza Day.

Saint Mary School is committed to providing a healthy and safe environment for all of our students, faculty, and staff.

Saint Mary School allergy policies are in no way inconvenient or unnecessary. By attending our school, you agree that protecting every child is a priority. Your cooperation and understanding is required.

## REQUIRED IMMUNIZATION

**STUDENTS WHOSE INOCULATION RECORDS ARE NOT UP TO DATE WILL BE, IN ACCORDANCE WITH STATE LAW, EXCLUDED FROM SCHOOL.**

Health records are kept on file by the school nurse for each student including record of previous immunizations and any known health problems. Completed Emergency Cards are on file for each student. Students in all grades are weighed and measured. Vision screening is conducted for students in grades Kindergarten, 1, 2, 5 and 8. Auditory testing is conducted for students in the same grades.

Scoliosis screening is conducted for all students in grades 5 through 8. Parental permission is required for the Scoliosis screening. Failure to return the permission slip is considered a refusal of the test or inspection.

Insurance: All students are enrolled in the Student Accident Insurance Program for the Diocese of Trenton. The cost of this insurance is included in the tuition. This program is a supplemental plan, meaning the parent's/guardian's coverage is primary in the event of a claim. Claim forms are available in the main office.

## PTA/CLASS DUES

Class dues are collected by the PTA Class Parents to cover such expenses.

**No money from children or parents is to be collected through the school unless prior approval has been obtained from the administration. NO PRIVATE PARTY INVITATIONS WILL BE DISTRIBUTED IN THE CLASSROOM.**

## SAFETY PATROL

Mr. Poracky, Safety Patrol Advisor

Eighth grade students serve as safety patrols throughout the school year. Their responsibilities (under the supervision of the staff) include the bus, Church Street, Mater Dei Prep, and Extended Day lines. The patrols escort the children to their busses or to the edge of the elementary school area via Mater Dei Prep parking lot and Church Street.

**A student who is serving as a safety patrol must follow all the expectations that are outlined in the student behavior and discipline code of the handbook. Failure to do so could result in the student being dismissed from the safety patrol.**

## SCHOOL DRESS CODE

In choosing to send your child to Saint Mary School, you accept the fact that they are required to adhere to the uniform dress code each school day unless otherwise directed by the Health Office or Administration.

Uniforms are purchased from Flynn & O'Hara  
2145 Rout 35, Hazlet, NJ 07730 (same shopping center as Kohl's and Steinmart)  
(732-888-3885)

Or on line at [www.flynnohara.com](http://www.flynnohara.com). A link is also provided on our website.

P.E. Uniform - May be purchased at the St. Mary Spirit Shop.

General Information: Gym sweatshirts may not be worn as part of the regular school uniform.

### **GRADES K - 4 UNIFORM**

#### **Girls' Uniform**

White Peter Pan dress shirt  
OR light blue SMS golf shirt  
(long or short sleeved)

#### **Boys' Uniform**

Light blue SMS golf shirt  
(long or short sleeved)

Navy blue slacks

SMS plaid jumper

Navy blue knee socks

*Optional:* Navy blue slacks  
Navy blue tights  
SMS gray cardigan  
Navy blue shorts

Navy blue or black dress socks

White dress shirt and SMS tie  
*mandatory* for liturgy days

*Optional:* Navy blue shorts  
SMS gray Vneck sweater

## GRADES 5 - 8 UNIFORM

### Girls' Uniform

Light blue (5) or navy (6-8)  
SMS golf shirt

(long or short sleeved)

Plaid pleated kilt

Navy blue knee socks

*Optional:* Navy blue tights  
SMS gray (5-8) or navy (6-8)  
V-neck sweater  
Navy blue (5) or khaki (6-8)  
tan slacks

### Boys' Uniform

Light blue (5) or navy (6-8)  
SMS golf shirt  
(long or short sleeved)

Navy (5) or khaki tan (6-8) slacks

Navy (5) or khaki tan (6-8) dress  
socks

White dress shirt and SMS tie  
*Mandatory* for liturgy days

*Optional:* Navy (5) or khaki tan (6-8) shorts  
SMS gray (5-8) or navy (6-8) V-neck sweater

**SOCKS:** Girls' socks must be **navy blue or khaki tan** in color and must be **knee length**. White socks and ankle socks are not permitted. If tights are worn as part of the winter uniform, they must also be **navy blue**.

**Boys'** socks must be **navy blue, black dress or khaki tan socks**. White socks and ankle socks are not permitted. Sports socks/"Elites" or any sock with a sports logo is not permitted.

**FOOTWEAR** for **BOYS and GIRLS** must be navy, black, brown, buckskin or tan in color.

Shoelaces should be brown or black. **STURDY, RUBBER-SOLED SHOES** such as Oxford or Saddle Shoes are best. **NO ATHLETIC SHOES OR HIGH-TOP SNEAKERS OR BOOTS, NO CLOGS, SANDALS, UGGS, PLATFORM SHOES OR HIGH HEELS. HEELYS ARE NOT TO BE WORN ON SCHOOL PROPERTY.**

### **GYM UNIFORM GRADES K - 8**

Gray SMS gym shirt

Navy blue SMS shorts

Navy blue SMS sweatshirt

Navy blue SMS sweat pants

Plain, white athletic socks

Sneakers

**\* All gym-wear must be purchased through the SMS Spirit Shoppe.** Clothing not bought at the SMS Spirit Shoppe is not acceptable. No other apparel, including high school sweatshirts, may be worn.

### **GROOMING**

Personal cleanliness and neatness in appearance are required at all times. Jumpers and skirts must be worn **NO MORE THAN TWO INCHES ABOVE THE KNEE.** No extreme or fad hair styles (including feather extensions, stickers, stars, headbands) or “treatments” are permitted. Hair is to be worn so that it does not interfere with vision. For boys, hair should be off the shirt collar, face and above the eyebrows so as not to interfere with vision. Hair should be neatly groomed and combed at all times. **NO FACIAL HAIR PERMITTED.**

### **COSMETICS AND JEWELRY**

Students are **not permitted** to wear make-up, nail polish or false nails. *Girls* may wear only **one small post-type earring** in each ear. **No dangling earrings** of any kind are allowed. Girls may not wear bracelets, no more than one ring, and one watch. A Cross or Religious Medal on a thin chain is permissible. *Boys* may not wear earrings or bracelets, not more than one ring,

or watch. A Cross or Religious Medal on a thin chain is permissible.

### **DRESS DOWN DAY ATTIRE**

On days when the student does not have to wear a uniform the dress code will be:

#### **Girls:**

- a. Pants, capris or ankle length jeans (no faded or torn jeans, spandex pants, stretch pants or jogging outfits allowed). Shorts may be worn during the summer uniform period only.
- b. Skirts (length must follow uniform guidelines).
- c. Shoes (heels of moderate height) or sneakers (clean and in good condition) are permitted. (No flip-flops, sandals)
- d. Shirts should be appropriate for school (no bare midriffs, bare backs, off the shoulder, spaghetti straps etc.).
- e. Casual shirts with printed sayings other than brand logos are NOT permitted.
- f. Make-up and jewelry should comply with standards in handbook.

#### **Boys:**

- a. Pants, shorts, or jeans are permitted (no jeans that are faded, torn or in disrepair may be worn).
- b. Shoes or sneakers (Clean and in good condition).
- c. Collared shirts, dress sport, or dress golf shirts are permitted.
- d. Shirts should be appropriate for school (See-through, half, or muscle shirts are NOT permitted).
- e. Shirts with printed sayings other than brand logos are not permitted.

**Administration decides what is appropriate and conforms to the uniform code.  
Students may only wear Saint Mary attire.**

In case of a violation of the uniform code, the following procedure will occur.

1st Occurrence – Letter from teacher sent to parents explaining the violation.

2nd Occurrence – Letter from office sent to parents indicating that the student will not be allowed to attend class until the irregularity is corrected.

**Any Student Violating The Uniform Code May Be Given A Detention**

#### **Physical Education Uniform Code**

K – 8: Grey t-shirt, navy blue mesh insignia shorts, and or navy blue sweat pants/sweat shirt with

white lettering, white or navy blue socks and athletic sneakers. No sofie shorts.

All students are to come to school in their full physical education uniform on the day they have physical education. No student will be allowed to change or participate in Physical Education class if they are not in full uniform.

Physical Education uniform can be purchased in the *School Spirit Shop*. Order forms available in the Main Office.

## PHYSICAL EDUCATION

By state law all students who are physically fit must participate in the program for physical education/health and safety. All students must therefore take physical education classes and pass them in order to meet the requirements for graduation.

In the event of a physical disability, temporary or permanent, a student must have Medical documentation by a HC professional stating the duration of time missed. This documentation must be presented to the school nurse who will give the student a medical pass from physical education classes.

Students must not only be in attendance at physical education classes but also must be active participants and in proper attire. Attire for physical education is a Saint Mary gym shirt, shorts, proper socks, and sneakers. Lack of cooperation in this matter may result in failure of the course.

## TECHNOLOGY

Technology provides new and exciting opportunities to enrich the educational experience for all students at Saint Mary Elementary. Saint Mary recognizes technology as a tool for learning in all subject areas. Technology is designed to support the instructional process, and the teacher. It is not an end in itself.

Every faculty member and classroom has been assigned a computer which may connect to the Saint Mary network.

To insure that students derive maximum benefits from the use of the technology offered at Saint Mary, it is essential that certain regulations are carefully observed:

- All students and parents/guardians must read the Acceptable Use Policy to allow the student access to the Internet.

- In signing the Handbook/Acceptable Use Policy, parent/guardian and student agree to the terms of the Acceptable Use Policy as stipulated by the Diocese of Trenton and Saint Mary School.

## iPad / TABLET / LAPTOP COMPUTER PROGRAM

The purpose of the Tablet PC Program is to enable Saint Mary students and staff to successfully meet the requirements of living, learning and working in a rapidly changing environment and a real-time information based world. Through the establishment of electronic communities, schools will effectively enhance the learning of curriculum content; involve students as real researchers; solving real problems; and stimulate knowledge production.

A tablet PC is provided to the Middle School students by Saint Mary Elementary as a part of a complete technology program. The technology fee covers the use of a school loaned tablet PC, installed software, mobile wireless network technology, printing, Help Desk technical support, maintenance, hardware performance checks and reimaging.

Note: Students are prohibited from downloading and/or installing games, videos, and other programs onto their tablet/laptop as many of these programs may introduce viruses or adversely impact the systematic performance of the tablet/laptop.

Students and parents should refer to the AUP for additional rules, regulations, guidelines, instructions and information. Consequences for inappropriate use of a tablet, laptop, computer or cell phone within the school's "Acceptable Use Policy" located on p. 51 of this handbook.

## HONOR CODE/CHEATING

*"I will not cheat, steal, or damage anything; also I will not disrespect, ridicule, or endanger another, nor will I conceal anyone who behaves in such a way." Saint Mary Honor Code*

The faculty and administration of Saint Mary Elementary regard testing and grading as important, integral components of the education process; thus any action on behalf of a student deemed deliberate, subversive or contrary to appropriate behavior will be regarded as cheating and in conflict with our Christian philosophy of education.

Saint Mary recognizes that dishonesty, including cheating and plagiarism is unacceptable. The integrity of the honor code and all academics is a critical component of Saint Mary. For the purpose of this regulation, dishonesty shall include cheating in any form. It shall not be restricted to, but shall include:

- A. The giving or receiving of answers or information in any form on any quiz, test, exam, etc.
- B. The intentional plagiarism or submission of non-original homework, term papers, reports, projects, or oral presentations.
- C. The demonstration through actions/work that cheating has occurred.
- D. The use of laptop computers, cell phones and any other electronic devices to e-mail, call or text message with the intent of providing or receiving answers or information.

**Any student suspected of cheating will be dealt with by the classroom teacher. Students found to have plagiarized and/or cheated may appear before a review board in order to establish the enrollment status of said student.**

The Saint Mary Honor Code fully extends to conduct associated with technology, the internet, social networking, handheld devices and AV equipment. See Acceptable Use Policy for additional information.

## COURT ORDERS AFFECTING PARENTS

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the Principal with the custody section of the court decree if it contains information that may be useful to the school in fulfilling its obligations. The responsibility for compliance with this regulation belongs to the parents. The school accepts no responsibility or liability for court orders or legal judgments not on file in the Main Office. The school abides by the provisions of the Buckley Amendment. Thus, noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

## SAINT MARY CAFÉ

Students must clean up after themselves and deposit all refuse in the correct receptacles. All cans and plastic bottles are to be placed in the recycling containers. For safety concerns no glass bottles, containers, etc. are permitted on the property. Please continue to check the website for updated menu items.

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## CLASSROOM MANAGMENT POLICIES

Students should always act in a responsible manner in the classroom. Individual classroom rules by a teacher must be followed at all times. Students may not leave class without teacher permission. Teachers will manage their classroom in an age appropriate manner that promotes safety, security, welfare and learning for all students.

## SCHOOL DANCES

- No dance will be an open dance. Guests are not permitted.
- All tickets will be sold in school prior to the dance.
- We expect all students to strictly adhere to the “Neck-to-Knees” policy and be dressed in appropriate attire. Any student in violation of this policy will be asked to change, put on more appropriate attire or have his/her parents pick them up from the event.
- No one is allowed to leave the dance and then return. No one is allowed to enter the dance one hour after it starts or leave before it is over.
- Restrooms for ladies and gentlemen are not to be used as a gathering place. Excessive trips to the restroom are not allowed.
- There is no loitering on school property at the end of events.
- All students and guests should respect the rights of others while attending the event.
- Saint Mary holds no responsibility for lost/stolen items. All possessions are the responsibility of each individual.
- All garbage should be put in the proper container(s).
- Parents are expected to arrange transportation for their student immediately following the dance.

## CAMPUS DRIVING AND PARKING REGULATIONS

- The parking lot is an extension of school building and therefore all rules of conduct apply.

- The school is not responsible for vehicles parked on campus grounds. All vehicles parked on campus grounds are at the risk of the owner/operator. Saint Mary assumes no responsibility for the care or protection of any vehicle or its contents at any time.
- Speed limits at all times are not to exceed 5 m.p.h.
- Do not park in spaces reserved for faculty, visitors, or the handicapped, or in a fire lane. Parking must be in lined spaces.
- All New Jersey Motor Vehicle Laws are enforced by Middletown Township Police and Fire. They are empowered to write traffic summonses on campus property.

## HALLWAY PASSES

Students must have a proper hallway pass to be excused from class or to go to another area of the building. Proper passes are teacher passes or Main Office passes only.

## LOST AND FOUND

Found items should be turned in to the Main Office or Cafeteria. Students who lose any item(s) should check in the Main Office and/or Cafe area. Unclaimed items will be discarded after a reasonable time.

## CELL PHONES AND ELECTRONIC DEVICES

At any time a student who uses a cell phone or electronic device for the purpose of academic dishonesty or in violation of someone's personal privacy will be held accountable to disciplinary action.

Office phones may be used by students only in an emergency. Personal messages will not be relayed to students.

All electronic devices, including but not limited to cell phones, iPods, cameras, video recorders, tape recorders, portable devices of any kind, must be turned off and placed in lockers or book bags during school hours. Failure to comply may result in the confiscation of the item, which will be returned to parent at the end of the school day, and may result in disciplinary action. Saint Mary Elementary is not responsible for any item that is lost or stolen.

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## VISITORS

The permission of the Principal must be obtained for all visitors. A visitor's pass is issued and required to be worn by all visitors. Student visitor passes are only issued after 1:00 PM. All visitors must sign in and sign out at the Main Office and use the Main entrance doors only.

## CAMPUS ATHLETICS

The primary purpose of the athletic program at Saint Mary is to promote the physical, mental, emotional and moral well-being of the participants. It is hoped that athletics in our school will be a positive force in preparing youths for an enriching and vital life.

The athletic program is an important and integral part of the total school program and is open to participation by all students, on a competitive basis, regardless of individual differences. Through voluntary participation, the athlete gives time, energy and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities which are unique to an athletic program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations. The role often demands that the individual make "sacrifices" not required of others. The team suffers if the individual athlete is suspended or dismissed - in athletics we depend upon each other. If an athlete causes himself or herself to be suspended or dismissed, parents and team members must recognize that the student athlete causing the team to suffer is the athlete in question and not the coach or the Athletic Department.

Parents of athletes must also recognize that they are an integral part of the athletic program. Parents also make "sacrifices." They must honor their child's commitment to the team by having him/her attend all practices and events and especially the commitment to complete the season.

Most importantly, parents must agree that drinking and/or drugs have no place in the athletic setting, and will never allow such activities on the field or in their homes.

In addition to the rules and regulations for students at Saint Mary School - athletes are also governed by the Saint Mary Parish Athletic Code (see addendum).

## STUDENT COUNCIL

Faculty Advisor: Mr. Kaufman [skaufman@stmaryes.org](mailto:skaufman@stmaryes.org)

The Student Council is established to have its members elected from the student body and shall govern and/or impact all areas of school procedure affecting student life.

The composition of the Student Council shall be five committee chairpersons (social/homecoming, spiritual/service, environment, academic, athletic/school spirit). One class level representative is elected each fall. Should the need arise, other committee chairpersons may be selected by the Student Council.

## SCHOOL/OFFICE HOURS & PHONE NUMBERS

MAIN OFFICE: 7:30 AM-3:00 PM 732-671-0129, ext. 300

After Hours: Voicemail

STUDENT SERVICES: Noon-3 PM 732-671-0129 ext. 307

After Hours: Voicemail

ATHLETICS: 7:30 AM-3:00 PM 732-671-0129, ext. 300

Summer: 8:00 AM – 1:00 PM Monday-Friday

After Hours: Voicemail

**IN SITUATIONS WHERE JUDGMENTS ARE OPEN TO INTERPRETATION THIS PREROGATIVE LIES STRICTLY WITHIN THE AUTHORITY OF THE PRINCIPAL.**

As situations warrant, amendments made to this handbook will be the sole responsibility of the Principal and Pastor. Parents will be notified of changes through a letter home, the website, or the Instant Alert for Schools system.

## TABLET/LAPTOP/COMPUTER/PHONE ACCEPTABLE USE POLICY

### Saint Mary Students and Parents

The Diocese of Trenton has provided specified guidelines for technology use as follows:

Section 4260                    “Use of the Internet”

Access to the Internet will be reserved for educational topics that are included in the instruction of the students or for professional development. Every teacher and support personnel are to agree and sign an Acceptable Use Policy.

Section 2070.28                “Technology Policy / Acceptable Use”

Technology should serve as an effective and necessary tool to allow students, teachers, and administration to be prepared for the advances of the 21st Century.

Technology should further enhance the communication ability of the members of our school community.

Equitable and responsible access to technology should be provided in order for the students, teachers, and administrators to acquire technological proficiency. Ongoing technology training should be provided to all students, teachers, and administrators. All educators in the Diocese of Trenton Catholic schools should model the integration of technology as life-long learners.

All school use of technology should require administrator(s) agreement, teacher and support staff agreement, student agreement and parental written permission.

Technology includes, but is not limited to:

1. Hardware
  - Computers
  - Phone
  - Printers
  - AV equipment

2. Software
  - All laptop applications
  - Phone service
3. Network
  - SMS & SM Church

In preparation for the upcoming school year, please read the following document carefully and sign where indicated on the last page.

These rules accompany Saint Mary Internet Acceptable Use Policy which may be viewed on the school's web site ([www.materdeiprep.org](http://www.materdeiprep.org)) or in the student handbook. Each student is responsible for his/her actions and activities involving the tablet/laptop, computer desktop, wireless network(s), internet access, and for his/her computer folders/files, stored images (including video and audio clips), passwords and use of any/all technology equipment.

1. All technologies contained by Saint Mary, including but not limited to, email, voicemail, computer networks, & data files may be accessed and/or monitored by Saint Mary in order to ensure appropriate use, integrity of the technology, protection against fraud, detection of unauthorized use(s), and other business functions. All hardware, software, network, email, voicemail, and internet access within Saint Mary is done so using property of Saint Mary. Therefore, any and all use of these technologies must be done in accordance with Saint Mary acceptable use policies. Failure by any employee or student to do so may result in disciplinary action.
2. The guiding principles of this list will always be for the protection of Saint Mary students, staff, faculty, and the Saint Mary wireless network.
3. Saint Mary is the sole maintainer for the repair and for the supervision of their use in the school. Parents/guardians are responsible for supervising their child's use of the tablet/laptop and internet access when in use at home.
4. If the tablet supplier/vendor and Saint Mary deem that the tablet shows signs of damage due to intentional misuse, the family will be made aware of the damage report and have to pay any and all associated fees levied by the tablet supplier to restore and/or repair the tablet to its generally acceptable working condition. Repair costs may include the full replacement cost of the tablet/laptop.
5. In the event of loss or theft, Saint Mary will follow its normal investigative procedures. If the loss or theft took place on school premises, notification will be made to the local police in order for an official police report and record be made and for file. If the tablet PC is lost or stolen, the

student will be provided with a similar tablet/laptop identified as a “Loaner” until the matter is resolved. Tablet/laptops that must be permanently replaced will be at the expense of the parents/guardians. Parents will assume the responsibility for loss and theft insurance.

6. Students who violate the rules set forth will face a variety of consequences. The consequence will depend on the nature and seriousness of the offense. **The school reserves the right to randomly check tablets/laptops.** At a minimum, the tablet/laptop will be confiscated and parents asked to come to the school to view the infraction with administration. Other steps to be taken may include, but are not limited to the following:
  - Suspension
  - Confiscation of the tablet/laptop for a period of time to be determined (work is to be saved on a USB flash device)
  - Loss of use of the tablet/laptop for the remainder of the year
  - Notification of law enforcement as required or deemed appropriate
  - Withdrawal from Saint Mary School
7. **Acceptable Use** - School computers, networks and internet access are provided for educational purposes and research consistent with the school’s educational mission, curriculum and instructional goals. All policies, school rules and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff or volunteers when using the school computers.
8. **Inappropriate Use** – of Saint Mary School technologies includes but is not limited to:
  - Messages, including jokes, that have any language considered to be unlawful, discriminatory, harassing, obscene, defamatory, or otherwise inappropriate
  - Pornographic or sexual explicit material
  - Gambling
  - Chain letters
  - Gaming
  - Unauthorized or inappropriate mass distribution of communication (personal or business related)
  - Any materials that would be deemed improper by Saint Mary School, St Mary’s Parish, the Trenton Diocese, and/or the Catholic Church
9. **Inappropriate Use** - of Saint Mary technologies includes but is not limited to accessing, sending, and/or downloading:
  - Sexually explicit material
  - Sites considered to be offensive, hate-based, and/or insensitive
  - Gambling
  - Gaming

- Non Saint Mary, parish, diocesan, or Catholic Church-based chat/social networking sites
- Sites that may present a reasonable threat to Saint Mary students, staff, and/or technologies
- Any materials that would be deemed improper by Saint Mary, St Mary's Parish, the Trenton Diocese, and/or the Catholic Church

10. **Inappropriate Use** - of the internet also includes:

- Intentional importation of viruses and/or spyware
- Registering internet domain names of Saint Mary, St Mary's Parish, Trenton Diocese, the Catholic Church

11. Violations of acceptable use regarding Saint Mary School & personal technology include but are not limited to:

- Inappropriate use of handheld devices
- Inappropriate postings to social network sites
- Filming, photographing, or recording in any way of students without expressed permission
- Posting photographic, video, or audio to internet, handheld devices, tablet/laptop, or social network sites of students without expressed permission
- Maintaining the above on any Internet, handheld devices, tablet/laptop, or social network sites after another person has expressively asked to be removed
- ANY form of cyber bullying
- Forwarding ANY inappropriate content
- Violating the Saint Mary honor code in any and all public forums, including athletics, media in all its public forms, and in the digital domain i.e. social networking.

12. Note for personal computer usage:

- Saint Mary students will be held to the same standards of conduct & behavior regarding their use of social network sites, blogs, forums, texts, etc...
- Participation in this arena of technology, even for personal use, requires ALL students to adhere to Saint Mary's standards for conduct as well as NJSIAA rules/regulations for conduct.

13. **Prohibited Uses** - Examples of unacceptable uses of school computers that are expressly prohibited include, but are not limited to, the following:

- Accessing Inappropriate Materials – Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials. These kinds of violations will be dealt with severely.
- Illegal Activities – Using the school's computers, networks and internet access and services for any illegal activity or in violation of any policy or school rules. The school assumes no responsibility for illegal activities of students while using school computers.

- Violating Copyrights – Copying, downloading or sharing any type of copyrighted materials (including audio files/music or video clips/films) without the owner’s permission. The school assumes no responsibility for copyright violations by students.
  - Copying Software – Copying or downloading software without the express authorization of the Director of Technology. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. The school assumes no responsibility for illegal software copying by students.
  - Plagiarism – Representing as one’s own work any material obtained on the internet (such as term papers, articles, music, etc). When internet sources are used in student work, the author, publisher and web site must be identified.
  - Non-School-Related Uses – Using the school’s computers, networks, internet access and services for non-school-related purposes such as private financial gain; commercial, advertising or solicitation purposes; or any other personal use not connected with the educational program or assignments.
  - Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users’ passwords, and accessing or using other users’ accounts.
  - Malicious Use/Vandalism – Any malicious use, disruption or harm to the school’s computers, networks, internet access and services, including but not limited to hacking activities and creation/uploading of computer viruses and/or spyware.
14. No Expectation of Privacy – **The tablet/laptop and school desktop computers remain under the control, custody and rules of the school at all times.** Students have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.
15. Compensation for Losses, Costs and/or Damages – The student and his/her parents/guardians are responsible for compensating the school for any losses, associated costs or damages incurred by the school for violations of school policies and school rules while the student is using the computers, including the cost of investigating such violations. The school assumes no responsibility for any unauthorized charges or costs incurred by a student while using school computers.
16. Student Security – A student is not allowed to reveal his/her full name, address, telephone number, social security number or any other personal information on the internet without prior parental and administrative permission. Students should never agree to meet people they have contacted through the internet without parental permission. Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.
17. System Security – The security of the school’s computers, networks and internet access and services is a high priority. Any student who identifies a security problem must notify his/her teacher immediately. The student shall not demonstrate the problem to others or access

unauthorized material. Any user who attempts to breach system security, causes a breach of system security or fails to report a system security problem shall be subject to disciplinary and/or legal action in addition to having his/her computer privileges limited, suspended or revoked.

## **18. Additional Rules for Tablets/Laptops Issued to Students:**

- Tablets are leased to students as an educational tool and are only authorized for use in completing school assignments.
- Before a tablet/laptop is issued to a student, the student and his/her parent/guardian must sign the school's acknowledgement form.
- Students are responsible for the proper care of their leased tablets/laptops at all times, whether on or off school property, including costs associated with repairing or replacing the tablet/laptop. Parents/guardians should be aware that they are responsible for any costs associated with loss, theft or damage to a tablet/laptop issued to their child.
- If a tablet/laptop is lost or stolen, this must be reported to the Director of Technology immediately. If a tablet/laptop is stolen, a report should be made to the local police and the Saint Mary School Director of Technology.
- The school's policy and rules concerning computer and internet use apply to use of tablets/laptops at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning the proper care of tablets/laptops issued by the school staff.
- Parents/guardians are responsible for supervising their child's use of the tablet/laptop and internet access when in use off campus.
- The tablet/laptop may only be used by the student to whom it is assigned.
- The previously issued tablet/laptop, power charger and stylus/pen must be returned in acceptable working condition at the end of the student's Saint Mary career or whenever requested by school staff.

HANDBOOK/LAPTOP/ACCEPTABLE USE POLICY/PHOTOGRAPHY RELEASE FORM

Dear Parents/Guardians & Students:

Welcome to Saint Mary School and best wishes to all for the upcoming year.

We are asking that you read the entire Student and Family Handbook and fill out this form ONLY, indicating the following:

- o You (parent(s)/child) have reviewed the Saint Mary student and family handbook and agree to abide by the rules, regulations and policies set forth therein.
o You (parent(s)/child) have reviewed the Saint Mary Acceptable Use Policy (AUP) and agree to abide by its standards.
o Parent has reviewed the following photography release below. Initial the form only if you are denying permission for your child's photograph to be used.

From time to time students at Saint Mary are photographed to celebrate their accomplishments, to promote events or for use with marketing materials. Saint Mary has my permission to use a photograph of my son/daughter in news releases to local newspapers, newspaper and magazine advertisements, marketing brochures and fliers and on the Saint Mary website.

Once you have reviewed all of the above information, please return the form to Saint Mary School by September 30, 2019.

Please sign below and have the student return this form ONLY to the Main Office by September 30, 2019.

I acknowledge receipt of the Student and Family Handbook/Acceptable Use Policy/Photography Release Form for 2019-2020 and agree to abide by the guidelines set forth.

\_\_\_\_\_

STUDENT NAME - PRINTED

\_\_\_\_\_

STUDENT SIGNATURE

\_\_\_\_\_

PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_

DATE

I wish to DENY permission for my child's photograph to be used. Parent's Initials: \_\_\_\_\_