



**2021 – 2022**  
***Parent/Student HANDBOOK***  
***and CALENDAR***

**Mission Statement**

*The Academy of the Most Blessed Sacrament, motivated by the love of Christ, ensures that each student receive a superior education in a caring Catholic environment. Committed to the pursuit of excellence, students are guided through a personal journey of faith, education and service in order to reach their God given potential to become individuals capable of living in a changing and complex society.*

Revised: 4 August 2021

**ACADEMY OF THE MOST BLESSED SACRAMENT**

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**MOST BLESSED SACRAMENT R.C. CHURCH**

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Pastor – Reverend John Job

Pastor Emeritus– Most Reverend John W. Flesey, STD, DD

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**Home Academy Partnership (HAP)**

**Executive Board – 2021-2022**

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## **Introduction, Purpose, and Use of the Handbook**

Welcome to our parent handbook for the *Academy of the Most Blessed Sacrament* designed to foster the efficient operation of the School. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in this handbook. This handbook is intended as a guide, and should not be considered to create any additional rights for students or parents/guardians. This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are to be made to the Handbook, parents/guardians will be notified within thirty (30) days of the changes being approved by the appropriate authority.

## **Non-Discrimination Policy**

The *Academy of the Most Blessed Sacrament* admits students of any race, color, national, and ethnic origin, gender, disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. AMBS does not discriminate on the basis of race, color, national and ethnic origin, gender, and disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

## **Our Diversity Statement**

The Academy of the Most Blessed Sacrament is deeply committed to enhancing and strengthening the independence, inclusion, individuality and diversity of all people.

## **Accreditation**

The *Academy of the Most Blessed Sacrament* is accredited by the Middle States Association of Schools and Colleges.

## **Philosophy**

The philosophy of the *Academy of the Most Blessed Sacrament* is based on the Gospel teaching of Jesus Christ, the greatest educator. Faculty and students proclaim His message by Christian living, building a community that demonstrates His commandment of love, and rendering service to the parish, the Church, the country and the world.

We are concerned with the student as a child of God and as a child of society. Our goal is to develop the total person, spirit, intellect, social, emotional and physical, so that he or she can think, speak and act in accordance with the example and teaching of Christ in His Church. As a component of our Middle States reaccreditation, the following has been adopted:

### **Statement of Beliefs**

- We believe that emphasizing Gospel values within the daily curriculum and life of the school will allow students to strive and perform to their best ability.
- We believe that in our Catholic faith community each child has the opportunity to participate in liturgical and paraliturgical celebrations.
- We believe that educating our students to love and serve one another will foster a sense of service for the betterment of society.
- We believe that differentiation of instruction in an atmosphere of inquiry and discovery will be provided to our students according to their individual needs.
- We believe that regular and continuous communication between home and school is essential.
- We believe that appropriate current technology will be available and integrated into the curriculum and instruction.
- We believe that sponsoring and providing experiences that widen student horizons will ensure the development of cultural awareness and respect for diversity.
- We believe that providing an environment that enriches the whole child beyond the core curriculum through a variety of mediums is paramount to the development of a well-rounded individual.
- We believe that strong self-confidence is developed by encouraging inquiry and empowering our students to take ownership of learning in a safe, accepting environment.

### **Profile of Graduates**

A graduate of the *Academy of the Most Blessed Sacrament* will:

- Have a strong faith foundation and sense of service to others.

- Be prepared academically to succeed in high school.
- Develop and use effective study habits and time management skills.
- Think critically in order to be an effective problem solver.
- Commit to the pursuit of excellence spiritually, academically, and socially.
- Contribute to society as moral and compassionate individuals.
- Exude confidence to pursue leadership roles in any situation.
- Utilize technology in a proficient, responsible, and ethical manner.

## Admission of Students

Current registration material is posted on the school website (please see the *Admissions* tab). Whenever available spaces are limited in any given grade level, preference will be given to registered parishioners of Most Blessed Sacrament.

### Registration

Families seeking admission must arrange an interview with the principal. As a guide, it is recommended that students meet the following age requirements in the Early Childhood program:

- ✓ PreK2- students should be two years old by October 2021
- ✓ PreK3 students should be three years old by October 2021
- ✓ PreK4 students should be four years old by October 2021
- ✓ Transitions students should be four years old by October 2021.

Each student's needs and readiness will be factored into the final decision for placement. Regardless, no student will be admitted to Kindergarten who will not be five years of age by October 2021. All final decisions regarding placement are at the discretion of the principal.

All new students must meet mandated immunization requirements.

The annual registration fee for new families and returning families is non-refundable. The registration fee may be changed at the discretion of the principal.

## Tuition and Financial Obligations

All financial obligations are outlined within the school's tuition contract. All current tuition rates are posted on the school's website.

The cost of educating a child at AMBS exceeds the tuition charged for the year. HAP fundraising is essential to bridging the gap between the actual cost per pupil and the tuition charged; therefore, each family is expected to willingly support as many of the additional events/fundraisers as possible throughout the school year. Additionally, HAP dues are collected annually.

Tuition, certain fees (including – but not limited to before/after care charges, participation fees [basketball, musical, etc.], graduation fee), and HAP dues are collected through the use of FACTS, an independent tuition collection agency. All tuition and fees are NON-REFUNDABLE.

Financial Assistance is funded through the generosity of the Most Blessed Sacrament Education Foundation and is a separate process handled through an online application (see FACTS online link on our website). Information is shared between FACTS and the principal. The principal provides an anonymous request for assistance to the Foundation, and if granted, will be applied to the family FACTS account. In addition, other sources of financial assistance may be available through the generosity of the Archdiocese of Newark and private donors.

If a student's tuition is overdue for more than one month, a letter from the school's principal reminding the parents of their financial obligations will be sent. Immediate attention to this letter is expected. If the tuition payments are not made current after this initial attempt and are overdue for two months, the principal will notify the parents that the student may not continue classes, participate in extracurricular activities, or take any assessments/examinations until the account is current.

## **Attendance**

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster these good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature adult behavior in the future.

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

A parent/guardian must contact the school no later than 9:00AM to report a student's absence. Please contact the school nurse directly or leave a voicemail or email. If no contact has been received by 9:00AM, the school will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When the child returns to school, she/he must present to the school a written excuse from a parent/guardian stating the student's name with the dates and reason for the absence. An absence of three or more consecutive days requires a doctor's note. Dental and medical doctor appointments should be made at a time that would not take the student from class work.

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

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

Excessive absences or the equivalent of including loss instructional time for tardiness and/or early parental dismissals can be cause for a student to be retained in the current grade for another year.

### **Tardiness**

Students are to arrive to school beginning at 8:25AM. Between 8:25AM and 8:40AM, students get organized, prepare for the day, store items and belongings in cubbies and lockers, and participate in homeroom. A warning bell will sound at 8:38AM. Once the final start bell for classes rings at 8:40AM, students are recorded as late/tardy. Late arriving students should be accompanied by the responsible adult party to the lobby to sign-in. Students are to present a late slip for admittance to class. If a lateness problem persists and is not corrected, further measures will be taken at the discretion of the principal in consultation with the teacher, student, and parent/guardian.

### **Absence from School and Participation in School Activities**

If a student is absent from school because of illness or disciplinary action, he/she will not be permitted to take part in extracurricular or athletic activities that afternoon or evening (including practices and as a spectator at a game). If a student is absent from school for a reason other than illness or disciplinary action, the *Academy of the Most Blessed Sacrament* reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation. All decisions are at the discretion of the principal.

## **Family Vacations**

Family vacations taken during school days are disruptive for the student, the teacher, and the class. The burden of the missed instructional time will fall upon the parent/guardian and the student, not the school. Students will be required to make up all work in a timely manner upon their return. Students will be marked with an unexcused absence for any vacation time. Advanced written notice should be provided to the principal. Teachers will not be required to give work out to families before family vacations.

## **Supervision**

The school's responsibility for the supervision of students begins at 8:25AM and ends at 3:00PM on a regular school day. These times are adjusted on delayed opening and early dismissal days (please see daily schedules). Any student arriving prior to 8:25AM must report to the designated beforecare location, have a scheduled appointment with a particular teacher; and/or be registered for a morning extracurricular activity. For children attending the school's aftercare program, the school's responsibility for supervision begins at 3:00PM and ends at the pick-up time of the student(s) by the parent/guardian and no later than 6:00PM. The school/teacher supervisory liability concludes upon the transfer of student to parent/guardian or other responsible adult – whether that be at the regular dismissal time, participation in after school activities, playground use, outside vendor after school clubs, pick-up from aftercare, etc.

If a student is not picked-up by 3:10PM, the student will be placed in the aftercare program and the family FACTS account charged accordingly. Similarly, if a Pre-K student is not picked-up by 12:25PM, the family will be notified and a late pick-up fee will be charged to the family FACTS account.

After 6:00PM on full days of school and on scheduled early dismissal days (First Fridays, days before an extended recess period, etc.), if a student is picked up late there will be a \$25 per fifteen (15) minute interval late fee charged to the family FACTS account until such time that the student is picked up. For example, if a child is not picked up until 12:55PM on a First Friday, the family will be charged \$50 for the additional thirty minute delay.

## **Inclement Weather/Emergency Closings/Delayed Opening**

If school must be closed, closing information will be communicated to homes via our *Emergency Instant Alert for Schools* and posted on the school website. *Instant Alert® for Schools* is Internet based, allowing each family to maintain a secure, password protected online profile. Maintaining the accuracy of the family profile will increase the ability of the school to provide information.



The practice of delayed openings may be utilized when it is anticipated that early morning conditions will improve by mid-morning. **Delayed openings will begin at 9:55AM with arrival and classes will begin at 10:10AM. Dismissal time remains the same at 3:00PM (12:15PM for Pre-K 2 3 & 4). Beforecare will not operate on a delayed opening.** Parents should continue to listen for further developments even after a delayed opening is announced in case changing weather conditions make the delayed opening undesirable.

If it is necessary to close the school during the school day prior to the normal dismissal time, we will also notify you as outlined above. Aftercare will not be held on these days. Depending upon a particular situation, school may not be dismissed early; however, all after school activities may be cancelled. If this is the case, and in an effort to assist families, aftercare will be held until no later than 4:30PM.

Generally, please note that we will follow the decisions of the Franklin Lakes school district when the school scheduled is altered in any way due to inclement weather.

Since AMBS families cover a large geographical area, parents should assess the conditions near their own homes and make an individual judgment regarding travel. Parents may choose to keep their children at home if they conclude that local conditions are too extreme to send them to school. These days will be considered unexcused absences.

## **Home-School Communication**

### **Appointments with School Personnel**

Parents who wish to meet with the principal, a teacher, or any member of the school staff must contact the School Office to arrange a mutually convenient meeting time. For the sake of good order in the school, safety/security of the children, and to avoid distraction from supervisory duties, parents may not approach staff members during the school day without arranging an appointment beforehand.

Staff members who wish to communicate with the parents/guardians of a student may do so by phone, letter, e-mail, or by setting up a mutually convenient appointment. Teachers may not schedule an appointment at times that could conflict with teaching or supervisory duties.

When appointments are made, both the parent and the staff member(s) should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

## **Regular Communication**

AMBS will communicate regularly with all parents/guardians via email blasts, HAP literature, on the school website, and emergency alert for schools (primarily for emergency notifications). Since our communication modes rely heavily on electronic communication, families must be sure to update the main office of any changes to email addresses.

## **Parental Rights to School Records**

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

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply the principal with the "custody section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

AMBS will permit only the custodial parent, or his/her designee, to pick up the child during or at the end of the school day. The non-custodial parent or anyone else will not be permitted to remove the child from school during or at the end of the day, unless there is a one-time telephone authorization, signed authorization (letter or fax), which may be acceptable.

## **Academics and Student Life**

All grade levels – from Pre-K2 through Grade 8 – enjoy exposure to the school's wide variety of special curricular areas. These areas may include Spanish, Music, Health & Physical Education, Art, STREAM, and Technology/Media. As children progress through the grade levels, a cumulative experience in modes of instruction and expectations is employed.

### **Pre – K2,3 & 4**

The age appropriate academic program is designed to provide the children with readiness skills while fostering developmental strengthening in all areas. Religious studies, bible stories, and prayer experiences all blend to enrich the child's spiritual development.

## **Transitions**

The "Gift of an Extra Year" of development and maturation is provided in preparation for Kindergarten in this full day program. Specifically designed to meet individual developmental needs to ensure future success, this program provides for individual attention.

## **Kindergarten**

In this full day program, academics are emphasized through strong development in reading, writing, and math basics.

## **Grades 1 – 5**

A strong developmentally appropriate academic program is provided with emphasis on reading, writing, and math skills. Technology enhances collaborative learning, peer instruction, and exploration of relevant curricula & co-curricula topics. Differentiated instruction is evident in these grades.

## **Grades 6 – 8**

The Aquinas Middle School is divided into Houses. Homeroom, religion instruction, and service learning opportunities take place in these House settings. Differentiated instruction in a departmental setting is employed in grade level groupings for Math, Science, English/Language Arts, and Social Studies. Students change classes for all subjects and specials. Students are issued an individual technology device for use throughout the school day.

## **Acceptable Use Policy for Technology**

The use of technology at the *Academy of the Most Blessed Sacrament* is a privilege extended to each student. The purpose of providing technology resources is to improve learning and teaching through research and the use of global communication resources. The system administrators are employees of AMBS and reserve the right to monitor all activity on the school network. Students are expected to make responsible, ethical, and appropriate use of computers and information technology at all times. Network and computer services include, but are not limited to: use of school computers and peripheral equipment, access to the Internet, school and/or personal email (as authorized by a teacher or school administrator), and use of all associated software.

AMBS maintains specific expectations for students at each grade level regarding their use of any and all computers during, and after school while on school and parish property. Students may not bring personal computers such as laptops, hand-held devices, or cell phones, which allow access to the Internet while on school property during the school day.

The following Rules of Conduct apply to each student at AMBS using the school's computer technology resources, network, and related components.

Students/users will adhere to the following policies:

- Student chromebook use is a privilege, not a right. Chromebooks remain the property of AMBS, but students are responsible for damages and/or misuse. Should damages to a chromebook occur, students will be responsible for replacing the device.
- Students/users will not reconfigure or tamper with the school network in any way, or attempt to access or alter any files unless otherwise instructed.
- Students/users will not submit, publish, display, or engage in any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, or racially offensive material.
- The receiving or sending of personal email, social media and other electronic correspondence (chat, wiki, discussion thread, instant message, etc.) is strictly prohibited on the school's network.
- Users will be responsible for all activity conducted on the network under their username and password. Accessing any device and/or network resources using another person's username and password is strictly forbidden.
- Discs, CD-ROMs, and personal software may not be brought from home. Students should see their teacher if a problem arises at home and school assignments need to be accessed using school resources.
- Software is provided to students as a curricular resource. No student may download, install, or upload any software without the expressed consent of the school.
- Copyrighted material must not be placed on any system connected to the network without the author's permission. Users may download copyrighted material only with the permissions of the author.
- Students will not use public posting areas, message boards, social media or social networking sites or applications including, but not limited to Facebook, Twitter, Google Buzz, Formspring, Tumblr, SnapChat, Instagram, Skout, Vine, or similar.
- Security on any computer network is a high priority, especially when it involves many users. If a student feels that he/she can identify a security problem, the user must notify a teacher immediately.
- Game playing may be permitted and is limited to the software that AMBS provides or authorizes for use and which conforms to the curricular goals of AMBS, and may be used only for educational purposes and under the direction and supervision of the teacher. Game playing over the Internet by users is prohibited.
- Students must first obtain permission from the classroom teacher before printing any material.
- No student will have a school chromebook in their possession at any time unless specifically authorized by a teacher or administrator for a specific purpose. Students must be on school or parish property with a teacher present when using school-provided devices.

Because AMBS provides access to other computer systems and networks around the world via the Internet, students and their parents/guardians understand that the school and system administrators, while providing up-to-date safe content-filtering software and firewalls, have limited control over content. While the content available on the Internet can be a valuable educational resource, some objectionable material exists. In order to attempt to provide an atmosphere of safety and learning, AMBS will provide access to Internet resources only in supervised environments.

Students in violation of this technology policy will be subject to various appropriate consequences as determined by the principal, including – but not limited to, the loss of privilege use of technology.

AMBS may modify these rules at any time by publishing modified rules on the school website.

### **Religious Education**

The non-Catholic student is welcome at AMBS. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled for students during the school year.

### **Homework**

Homework is an important aspect of the learning process. It is essential to understand that it is neither reward nor punishment. Homework is assigned as a tool to prepare for upcoming class discussion, supplement and reinforce class work as well as to provide practice to develop and hone specific skills. The total amount of time needed for homework will vary from grade to grade, assignment to assignment, and from student to student. Parents can help their children greatly by assigning a definite supervised written and study homework time. The pupil must realize early on that homework is his/her responsibility and it must be done consistently with emphasis on completeness, accuracy, and neatness. Assignments are posted on the website and students are encouraged to jot down all assignments before leaving school each day. For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Students will be allowed one day for each day of absence due to illness for making up missed work. For an absence of three (3) or more days, parents may arrange to pick-up assignments and the necessary books by making a request when calling in the reason for the absence.

### **Academic Progress/Report Cards**

Regular use of the Parent Portal of *Power School* (Grades K – 8) enables parents to keep current on student progress. Midpoint trimester dates are announced in order to provide parents with a timeframe for improvement where needed. Trimester dates are also published in the calendar. By regularly visiting the portal, parents are offered and provided information concerning student performance as related to potential, work and study habits, and attendance record. The portal will be unavailable to parents for several days at the end of each trimester in order that the school can finalize all grades/standards and historically save the data. Parents will be notified when the portal is reopened with each trimester's information (approximately one week after the end of each trimester).

Final (hard copy) Reports Cards are distributed for all students at the end of the school year.

In Grades 4 – 8, a trimester grade below 70 is considered “failing.” Realizing that extremely low trimester numerical averages can have a detrimental and hopeless outcome for the annual final course average, the faculty of AMBS will utilize no less than a sixty (60) in any trimester where a student fails in the mathematical computation of the final course grade.

### **Conferences**

Parent-Teacher Conferences may be arranged for anytime during the school year by contacting the teacher via email or leaving a phone message during school hours. A formal conference day is scheduled on an annual basis in November.

### **Promotion and Retention**

In the case of failure of one or two subjects, either summer school or tutoring will be required over the summer months before the student is admitted into the next grade the following September. If a student received a failing grade in three or more major subjects, he/she will not be promoted to the next grade. NO pupil will receive a diploma at graduation unless he/she has satisfactorily completed all required grade levels and receives a passing grade for all subjects in Grade Eight. If a student has failed three or more major subjects in Grade Eight, the student will not receive an AMBS diploma without successfully repeating the Grade Eight program.

### **Sacramental Program**

The sacramental life of children in the Catholic tradition is an important component of the religion program at the *Academy of the Most Blessed Sacrament*. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade Two. In accordance with the Archdiocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition. Students entering AMBS after Grade Two must present a copy of certificates for the Sacraments of Reconciliation and Eucharist. Baptized students who have not received their ‘first’ Sacraments, may enter into a program of instruction to receive Reconciliation and Eucharist under the direction of the parish Religious Education program.

## **Books and Equipment**

Each student is responsible for the proper care and return of all textbooks and equipment he/she received from the school. Any book or piece of equipment which is lost, damaged, or defaced in any way while loaned for his or her use must be paid for in full prior to the end of the school term. Books are to be carried in some type of book bag to and from school.

## **Lockers**

Each Grade 5 – 8 student is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified “locker times.” These times are before school begins, before recess/lunch, after recess/lunch, and at the end of the day. The school reserves the right to inspect lockers at any time.

## **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information for a smooth transition. Families transferring from AMBS must have met all financial obligations, and make an appointment for an exit interview.

## **School Telephone**

Permission to use the telephone must be obtained from the main office. Students must obtain a request from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher’s room/office is for the use of the teacher only. Forgotten homework, athletic equipment, lunches, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

## **Field Trips**

On occasion, AMBS will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip unless a signed parental request slip for the specific event is submitted to the school. The permission slip form – containing all details for the trip including transportation – will be provided by the school.

## **Personal Electronic Devices (including Cell Phones & Apple Watches)**

Students in grades PK2-grade 4 permitted to bring personal electronic devices (laptops, cell phones, Apple watches, etc.) to school. No personal devices should be stored in cubbies, lockers, backpacks, pockets, etc. Use of these devices is also NOT permitted in beforecare, aftercare, or extracurricular activities. A student in grades PK2-Grade 4 found in possession of a cell phone, Apple Watch, or any similar personal device will be subject to disciplinary consequences including, but not limited to – loss of privileges, detention, limited technology use, and confiscation of the personal device.

## **Photo/Media Usage**

Proclaiming the “Good News” about AMBS within and beyond our campus is very important. Using our students’ pictures in various internal and external media vehicles is very effective in helping us promote awareness and understanding of our goals, ideals, programs and benefits. Parent authorization is required for the school to utilize student images/photos in AMBS materials and/or videotapes or other recordings for public viewing, in any print or broadcast media—including newspapers, magazines, brochures, website, cable or broadcast television, or any other media selected at the discretion of AMBS Administration. By approving, parents release the *Academy of the Most Blessed Sacrament*, their personnel, employees, clergy and agents from any liability arising out of the photographing, taping, recording, printing and use of information pursuant to this authorization in any print or broadcast media.

## **Discipline**

A spirit of Christ-like charity, respect for authority, and mutual cooperation are essential elements of the learning environment at the *Academy of the Most Blessed Sacrament*. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and the school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings; punishment assignments; denial of privileges; detention; in school suspension; out of school suspension; or expulsion.

Harassment is any sort of continuing behavior that is annoying, including inappropriate Internet communication. It can be words, gestures and actions, which tend to annoy, alarm, and abuse (verbally) another person. A person commits a petty misdemeanor if, with purpose to harass another, he or she: (1) makes a telephone call without purpose of legitimate communication or (2) insults,



taunts or challenges another in a manner likely to promote a disorderly response; or (3) makes repeated communications anonymously or at extremely inconvenient hours, or in offensive coarse language; or (4) subjects another to an offensive touching; or (5) engages in any other course of alarming conduct serving no legitimate purpose of the actor.

Harassment occurs then, when one person makes repeated verbal, written, or physical contact with another person who does not want these contacts. Bullying is a particular type of harassment that generally involves some force, whether overt or subtle. Exclusion is widely considered to be a form of bullying, even though there may be no apparent contact. By ignoring or excluding an individual from participation in some group activity, the bully demonstrates his or her force of power.

Actions that violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a principal/parent/student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive Home-School efforts to help the student improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school. Parents should be aware that some forms of harassment might have legal consequences.

A joint effort by the faculty/staff is required to maintain a well-disciplined atmosphere. This requires any staff member to use his/her responsibility and authority to discipline any child not adhering to school rules.

Disciplinary measures may include, but are not limited to, the following:

- Student conference with the teacher
- Conference with the principal
- Restricted recess/lunch periods
- Restriction of privileges (varies by grade level)
- Restriction/suspension from extracurricular activities
- Restitution for property
- Community service
- Detention
- In/Out of school suspension
- Expulsion (Only the principal has the authority to expel a student after a full investigation has been conducted; this is not conducted lightly, and requires consultation with the Archdiocesan Office of the Superintendent.)

Students who are assigned an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (at the prevailing substitute daily rate) by the suspended student's parents. Students who receive an out-of-school suspension

will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### **Food and Drink**

Early Childhood and Elementary students are provided a morning snack time. A small, nutritious snack should be provided by the family on a daily basis.

Throughout the year, there may be designated celebrations (birthdays, rewards, holidays, special occasions, etc.) where food and drink is served. These events must be approved by the teacher or principal in advance.

Students are not permitted to bring breakfast food and/or drinks into the school upon arrival. Students are not permitted to individually select bringing any food or drink to school or classes, except a water bottle. Gum is never permitted in school.

### **Plagiarism**

AMBS values academic integrity to ensure that students achieve personal success, practice responsible citizenship, and become prepared for later years in and out of school. Students are expected to be honest in all their academic work, including formal assessments, homework assignments, writings/essays, and projects. Unauthorized assistance from online sites, other students, periodicals, etc. will not be allowed. Students who violate this expectation and/or supply their own work to other students for the purposes of copying are subject to consequences including, but not limited to, discipline referral, disqualification from programs (for example, Model UN or Student Council) or organizations (for example Junior National Honor Society), academic loss/reduction of grade. Repetitive violations will result in more severe consequences, as determined by the Principal.

### **Off-Campus Conduct**

The administration of the *Academy of the Most Blessed Sacrament* reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. These actions include unacceptable online usage of any and all social media. Students may be subject to legal action where appropriate.

### **Extra-Curricular Activities**

The *Academy of the Most Blessed Sacrament* believes in offering a variety of other opportunities to students throughout the school year in order that students have a well-rounded educational experience. Academics, however, are at the forefront and a student who is not

fulfilling their academic obligations (passing grades, homework, assignments, projects, etc.) may be temporarily or permanently banned from participation in clubs, athletics, schoolwide activities, grade-level activities, etc. at the discretion of the principal.

### Uniforms

Part of the Dress Code at AMBS is a neatly groomed appearance, which includes hair, hairstyles, and accessories. Make-up is not permitted at any time, and nail color (for girls) is limited to clear or light pink or blush colored...no dark colored nail color is permitted. All uniform clothing must be ordered from our vendor, Flynn O'Hara. Our school has a contract with them and is obligated to do so. However, more importantly, they generously return a percentage of sales back to the school and fully guarantee all of their products. They also donate gifts for our fundraising events. Please do not use alternative vendors. The principal will do uniform checks on a regular basis.

### AMBS School Uniform Dress Code 2021-2022

Grade Level	<i>Spring</i>		<i>Winter</i>	
	<b>GIRLS</b>	<b>BOYS</b>	<b>GIRLS</b>	<b>BOYS</b>
<b>PreK – 2/3</b>	Navy skort, shorts, or pants; Red short-sleeve/long-sleeve polo shirt w/logo	Navy shorts or pants; Red short-sleeve/long-sleeve polo shirt w/logo	Navy skort or pants; Red short-sleeve/long-sleeve polo shirt w/logo	Navy pants; Red short-sleeve/long-sleeve polo shirt w/logo
<b>PreK – 4</b>	Navy skort, shorts, or pants; Green short-sleeve/long- sleeve polo shirt w/ logo	Navy shorts or pants; Green short-sleeve/long-sleeve polo shirt w/logo	Navy skort or pants; Green short-sleeve/long-sleeve polo shirt w/logo	Navy pants; Green short-sleeve/long- sleeve polo shirt w/logo
<b>Transitions → Grade 3</b>	Navy skort, shorts, or pants; Light Blue short-sleeve polo shirt w/logo	Navy shorts or pants; Light Blue short-sleeve polo shirt w/logo	Jumper or Navy pants; Light Blue Peter Pan blouse or Light Blue turtleneck w/logo	Navy pants; Light Blue short-sleeve/long- sleeve oxford shirt with tie or Light Blue turtleneck w/logo
<b>Grades 4 &amp; 5</b>	Khaki skort, shorts, or pants; Light Blue short-sleeve polo shirt w/logo	Khaki shorts or pants; Light Blue short-sleeve polo shirt w/logo	Khaki skort or pants; Light Blue oxford blouse short or long sleeve or Light Blue turtleneck w/logo	Khaki pants; Light Blue short-sleeve/long- sleeve oxford shirt with tie or Light Blue turtleneck w/logo
<b>Grades 6, 7, 8/ Aquinas</b>	Khaki skort, shorts, or pants; Dark Navy short-sleeve polo shirt w/logo	Khaki shorts or pants; Dark Navy short-sleeve polo shirt w/logo	Khaki skort or pants; White oxford blouse short/long sleeve;	Khaki pants; White short-sleeve/long- sleeve oxford shirt with tie;

<b>Middle School</b>			Navy sweater vest or pullover sweater w/logo	Navy sweater vest or pullover sweater w/logo
<b>Physical Education Grades T → 8 ONLY</b>	Navy sweatpants or shorts; Navy t-shirt or sweatshirt w/logo (Track suit optional)	Navy sweatpants or shorts; Navy t-shirt or sweatshirt w/logo (Track suit optional)	Navy sweatpants; Navy t-shirt or sweatshirt w/logo (Track suit optional)	Navy sweatpants; Navy t-shirt or sweatshirt w/logo (Track suit optional)
<b>Shoes (available from Flynn &amp; O'Hara)</b>	Black MaryJanes (Grades T → 3) Tan Sperry or Burgandy loafer (Grades 4 → 8)	Black dress shoes (Grades T → 3) Black or Corovan tie or loafer dress shoes (Grades 4 → 8)	Black MaryJanes (Grades T → 3) Tan Sperry or Burgandy loafer (Grades 4 → 8)	Black dress shoes (Grades T → 3) Black or Corovan tie or loafer dress shoes (Grades 4 → 8)

## Health Services

### Immunization Requirements

AMBS follows the New Jersey Department of Health's MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ATTENDANCE IN NEW JERSEY N.J.A.C. 8:57-4: IMMUNIZATION OF PUPILS IN SCHOOL. Details are available on the school's gwebsite.

### Policy on Administration of Medication

The *Academy of the Most Blessed Sacrament* strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures must apply:

A parent/guardian should come to the school and personally administer the medication.

If this arrangement is not possible, the School Nurse or the Principal (or his/her designee) may administer the medication under the following conditions:

- The medication must be given to the School Nurse or Principal by the parent/guardian;
- The medication must be in the original pharmacy-labeled container; and
- The parent/guardian and the student's physician must complete and sign an "Authorization to Administer Medication in School" form. This form is available from the school nurse.

Students will be permitted to self-administer medication only for life-threatening illnesses or conditions. The parent/guardian must schedule a conference with the School Nurse to discuss in detail the need for the medication. The parent/guardian and the student's physician must complete and sign an "Authorization for Self-Administration of Medication in School" form. This form is available from the school.

### **Policy on Administration of Epinephrine**

As permitted by New Jersey law, the school shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via EpiPen® for anaphylaxis.

Written authorization for administration of the EpiPen® must be received from the parent or guardian of the student. The parents/guardians of the student shall be notified that upon administration of the EpiPen® in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the EpiPen® to the student. The parents/guardians of the student shall indemnify and hold harmless the school and its employees or agents for any such injury, as provided by law.

The school nurse shall have primary responsibility for administration of the EpiPen®. In the absence of the school nurse, another school employee-designated and trained in administration of the EpiPen® by the school nurse pursuant to New Jersey law may administer the EpiPen®.

### **Food Allergy Policy**

The *Academy of the Most Blessed Sacrament* recognizes that life threatening food allergies constitute a serious condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, AMBS will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. *The Academy of the Most Blessed Sacrament* believes in student self-awareness and advocacy as an integral component for all students in our school in order to learn life skills to live with allergies and accept other's needs. As such, our preschool cottages are the only "Nut Free" environments on the school's campus.

The school nurse will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

Please request a copy of our 2021-2022 guidelines for the management of life threatening allergies.

## **Compliance with Law and Archdiocesan Regulations**

### **Archdiocesan Sexuality Policy**

The learning environment and religious nature of Catholic schools are guided by the Catechism of the Catholic Church. The Catechism of the Catholic Church can be found at [www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/](http://www.usccb.org/beliefs-and-teachings/what-we-believe/catechism/catechism-of-the-catholic-church/epub/). Among other things, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them man and woman, should acknowledge and accept his sexual identity.” Except within a valid marriage between a man and a woman, Christ is the model of chastity, which all are called upon to emulate.

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

As in the case of students, if serious concerns arise as to a parent’s or guardian’s (herein “parent’s”) position or action with respect to the tenets of the Catholic faith, then he/she will be counselled by the School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from the School immediately. If they fail to do so, parents understand that child(ren) will be expelled from the Catholic school.

### **Suspected Child Abuse or Neglect**

New Jersey State Law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Department of Children and Families (DFC) [formerly known as the Division of Youth and Family Services (DYFS)].

## **Asbestos Management Plan**

The school's Asbestos Management Plan is on file in the school's office, as required by the Federal Asbestos Hazard Emergency Response Act (AHERA).

## **Integrated Pest Management Act**

AMBS has adopted an Integrated Pest Management Plan – a holistic, preventative approach to managing pests. As part of this plan, the school may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and environment. The EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. AMBS – working with a professional and licensed pest management vendor – takes every precaution when treating our campus and places safety first.

## **Crisis Action Plan/Fire Drills**

In the event of an unplanned situation, AMBS has specific plans (for example lockdown, shelter in place, evacuation) that are practiced on a monthly basis. Should the school be notified by local authorities of an imminent danger, then the local authorities will direct the decision to lockdown, shelter in place, and/or evacuate.

We will notify parents at the appropriate time of a situation and provide directives from the first responders once they have determined the threat level. Parents should not call the school or arrive unexpectedly as this may hinder any efforts in an emergency.

In addition, monthly fire drills are practiced.

## **Parental Volunteers**

All parental volunteers are required to complete a volunteer application, complete a *Protecting God's Children* Workshop, and provide an acceptable criminal history check/fingerprinting.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their child during the day. This is an interruption to the teacher and to the educational process. In addition, parents may not roam the school building when present for a specific class activity, meeting, etc.

Any costs incurred for criminal history check/fingerprinting by parents/grandparents/family members **MUST** be paid for by the family. AMBS will not reimburse any of these associated fees.

## **Home Academy Partnership (HAP)**

The AMBS Home Academy Partnership (HAP) organizes and oversees the fundraising and community building activities that help our school thrive and flourish. The executive board works closely with the staff, administration, school advisory board, and event/committee chairs.

### **ALL AMBS parents are members of the HAP Parent Group.**

Your help and support will keep the HAP parent group strong and deliver fabulous events and activities for our children. Please stay involved – we are only as strong as our volunteers!

HAP communicates regularly via eblasts from the school. All flyers and events will also be listed on the AMBS website under the HAP tab for future reference. Information can also be found on Facebook. The page is constantly updated with new event information, dates, and pictures of the children! Please also join the closed group “**AMBS Parents;**” this is a forum for the parents, alumni, and alumni parents to stay connected to the AMBS community.

### **Class Parents serve an important role. They help our teachers and school by:**

- Welcoming new families to the school.
- Organizing and hosting an opening “class tea.”
- Planning class parties and coordinating volunteers for field trips or other activities.
- Collecting monies for teacher gifts and fundraisers.
- Serve as liaisons between the HAP and the parents by forwarding emails, soliciting volunteers, and sharing information with our parents.
- Attending HAP parent meetings.
- Volunteering to support and offering leadership for HAP activities, fundraisers, or initiatives.



- Coordinating volunteers to serve pizza and yogurt on Mondays during assigned months for Transitions/Kindergarten → Grade 8.

**The 2021-2022 Class Parents are:**

**PK2:** Alex Bottino, Stephanie Corrado

**PK4:** Adriana Benko and Diane Bissen

**Transitions/K:** Cindy Aquila and Danielle Duda and Tricia Gerdeman

**1st:** Emily Batelli and Cindy Caruso Aquila

**2nd:** Tricia Gerdeman, Isabel Restivo, Gina Calabria-Bennett

**3rd:** Michelle Russell and Nancy Mugan

**4th:** Lorrie Recine and Lisa Annese

**5th:** Samira Tabar

**6th:** Diane Bissen

**7th:** Jeanine D’Anna and Agnes Benneh

**8th:** Nikki Sofocleous

Notification will be sent to appropriate grade levels if any changes to class parents occur throughout the school year.

**CLASS PARENTS**

Being a class parent is a fun role and a great way to meet fellow parents. Class parents are also essential to the collaborative partnership between teachers, school and families. Being a class parent requires a commitment of time and talent. The role of class parent includes:

- Coordinating with the teacher on the role of class parents for that grade.
- Keeping parents informed with reminders about the calendar, events and classroom projects.
- Planning class parties and enrichment activities and coordinating volunteers and chaperones for class events, field trips, pizza and yogurt days and activities.
- Collecting parent donations/dues for teacher gifts, classroom events and fundraisers.
- Serving as liaison between the HAP Board and the school parents, including by soliciting parent volunteers for event planning and execution.
- Attending four HAP parent meetings.
- Volunteering to support HAP activities, fundraisers and initiatives.

- Acting as a resource for parents new to the school or class.

Class parents are asked to commit about two hours per week to their responsibilities, and also to solicit participation from the parents in their class to assist with the planning of key school events during the year. The goal is to have at least two class parents per grade.

Class parents are responsible for managing the “class treasury.” Class parents are encouraged to collect contributions of \$40 per student in the fall and again in the spring which will streamline the collection process and facilitate each class’s donation of tricky tray gift baskets for HAP’s more popular events (e.g., Breakfast with Santa, Beefsteak), as well as teacher gifts for Christmas, Teacher Appreciation Week and the end-of-year celebration. Excess funds may be used to defray the expenses associated with the classroom end-of-year celebrations.

Class parents, in partnership with the HAP Board, school staff and teachers, are asked to volunteer to chair one of the fundraisers or events planned for the school community this year. While the role of class parent can be demanding, it also engenders the gifts of joy, friendship, faith, community and learning. It is the energy, effort and commitment of class parents which will make the school year a success for the children of AMBS.

## Daily Schedules



### Regular Schedule:

8:25AM – 8:40AM	Arrival of students/Preparation for day <b>Warning bell at 8:38AM</b> <b>Students marked late after the 8:40AM bell</b>																
8:40AM – 2:50PM	Classes [Morning Prayer, Flag Salute, Bully Pledge during Snack time]																
Recess/Lunch	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #d9e1f2;"> <th style="padding: 5px;">Grades</th> <th style="padding: 5px;">Period</th> <th style="padding: 5px;">Recess</th> <th style="padding: 5px;">Lunch</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">6/7/8</td> <td style="padding: 5px;">5</td> <td style="padding: 5px;">11:30AM – 11:50AM</td> <td style="padding: 5px;">11:50AM – 12:10PM</td> </tr> <tr> <td style="padding: 5px;">T/K/1/2</td> <td style="padding: 5px;">6</td> <td style="padding: 5px;">12:10PM – 12:30PM</td> <td style="padding: 5px;">12:30PM – 12:50PM</td> </tr> <tr> <td style="padding: 5px;">3/4/5</td> <td style="padding: 5px;">7</td> <td style="padding: 5px;">12:50PM – 1:10PM</td> <td style="padding: 5px;">1:10PM – 1:30PM</td> </tr> </tbody> </table>	Grades	Period	Recess	Lunch	6/7/8	5	11:30AM – 11:50AM	11:50AM – 12:10PM	T/K/1/2	6	12:10PM – 12:30PM	12:30PM – 12:50PM	3/4/5	7	12:50PM – 1:10PM	1:10PM – 1:30PM
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3/4/5	7	12:50PM – 1:10PM	1:10PM – 1:30PM														
2:50PM – 3:00PM	Dismissal																

### Early Childhood – Pre-K 2 (T, W, Th) & Pre-K 4 (M, W, F mornings and T, TH full days)

8:25AM – 8:40AM	Arrival of students/Preparation for day <b>Warning bell at 8:38AM</b> <b>Students marked late after the 8:40AM bell</b>
8:40AM – 12:15PM (Includes Lunch)	

**Early Dismissal Schedule:**

8:15AM – 8:25AM Faculty & Staff Morning Preparations  
 8:25AM – 8:40AM Arrival of students/Preparation for day  
*Warning bell at 8:38AM*  
*Students marked late after the 8:40AM bell*

8:40AM – 12:10PM Classes (If a Mass day, we attend the 9:15AM Mass)  
 12:10PM – 12:15PM Dismissal

**Early Childhood –Pre-K 2/3 (M, W, F) & Pre-K 4 (M – F)**

8:25AM – 8:40AM Arrival of students/Preparation for day  
*Warning bell at 8:38AM*  
*Students marked late after the 8:40AM bell*

8:40AM – 12:15PM (No Lunch)

**Delayed Opening Schedule (ninety minute delay):**

9:45AM – 9:55AM Faculty & Staff Morning Preparations  
 9:55AM – 10:10AM Arrival of students/Preparation for day  
*Warning bell at 10:08AM*  
*Students marked late after the 10:10AM bell*

10:10AM – 2:55PM Classes

	Grades	Period	Lunch
Lunch	6/7/8	5	12:25PM – 12:50PM
	T/K/1/2	6	12:50PM – 1:15PM
	3/4/5	7	1:15PM – 1:40PM

2:55PM – 3:00PM Dismissal

**Early Childhood –Pre-K 2/3 (M, W, F) & Pre-K 4 (M – F)**

9:55AM – 10:10AM Arrival of students/Preparation for day  
*Warning bell at 10:08AM*  
*Students marked late after the 10:10AM bell*

9:55AM – 12:15PM Dismissal

