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Philosophy

Accredited by Middle States Association of Colleges and Schools April 2003

“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 and Conversational Spanish 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 are 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. Progress reports are mailed to parents at the mid-point of each trimester. 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 Newsletter also keeps parents well informed of special projects, events, meetings, honor roll, 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.

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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, weekly 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.

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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 at least 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)

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Administration

Pastor..... Msgr. Michael J. Walsh
Principal..... Mr. Charles Kroekel
Assistant Principal..... Mr. Dennis J. Poracky
Early Childhood Coordinator..... Mrs. Marita Goworek
Extended Day Coordinator..... Mrs. Margaret R. Dolan

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 will 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. These items will be delivered by 8th grade office aides during the 8th grade recess period.

Daily Schedule

The following time schedules will be in effect during the 2011-2012 school year as indicated below:

Regular School Day:.....7:55 AM - 2:25 PM
Half-Day:.....7:55 AM - 12:05 PM

Please note that lunch is not served during half day sessions. A snack break is provided (Grades K-5), and snacks may be brought from home.

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Student Messages

Urgent messages to students must be delivered to the office. **Students will not be called out of class to accept messages or to pick up forgotten items.** Lunches, books, homework, etc., will be delivered by eighth grade office aides. **Parents are not permitted to go to the classrooms. Please be sure to label items with the child's name and homeroom.**

Accidents

Accidents occurring on school property should be reported to a teacher promptly and the school nurse will be notified and will administer proper medical attention. If necessary, parents/guardian will be notified. (See also Early Dismissal of Students).

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Achievement Tests

Tests are administered as follows:

Spring Semester: Grades two through seven, Terra Nova Achievement Test. Parents will receive a copy of the test results. A copy will be kept in the student's personal record file.

Final Exams

Only students in the eighth grade will be responsible for taking mid term and final exams.

Admission

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 may be 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 St. Mary Church Bulletin at least three (3) weeks in advance.

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 second trimester.**

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 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. 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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Attendance

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 intermittent 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 absence.

Absence Notification Procedures

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
3. when their child is hospitalized or suffering from any prolonged illness.
4. 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. 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.

If a student will be absent due to illness for a prolonged period, arrangements must be made with the school office for home instruction. Monmouth Ocean Educational Services Commission provides this service. A doctor's note must be submitted.

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 homeroom teacher no later than 1:00 PM the day of the change in procedure.

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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 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. Students with permission to leave early will report to the office five minutes ahead of time.
5. Parents must come to the office and sign the student out of the building.
6. Students who return to the school before the end of the day are to report to the school office.
7. It is the parent's responsibility to take a student to and from a doctor/dentist appointment **if it occurs during school hours.**

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Vacations

It is not the teacher's responsibility to have work prepared to give a student prior to an absence for vacation. The family must assume total obligation for the educational needs of the student on vacation and the student must make up any test or project assigned during that period of time.

Tardiness

Students are considered tardy if they are not in their classroom 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.

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Cafeteria / Recess

Students may bring a lunch to school or purchase lunch in the cafeteria. Milk, ice cream, and healthy snacks are also available during this time. No student is allowed to leave the school grounds for lunch. Students are informed of all cafeteria procedures in September of each school year. The following courtesy code should be adhered to all times in the lunchroom:

1. All students are responsible for cleaning their tables of utensils, trays and refuse before leaving the cafeteria.
2. All food should be purchased before the last ten minutes of the lunch period.
3. Students remain in the cafeteria until the lunch period is over, unless they have been issued a pass or dismissed by the teacher and/or teacher aides in charge.
4. Students are expected to place their chairs under the table before leaving the cafeteria.
5. Table manners in the cafeteria should be an extension of those which are expected and practiced in the home.
6. Students are reminded that they are obliged to follow instructions and to extend proper courtesies to all cafeteria personnel.
7. Students are to move through the lunch line in an orderly fashion at all times.
8. Food and drink may not be removed from the cafeteria.
9. Students who habitually violate cafeteria and and/or recess rules will be assigned a detention by the administrator on duty.

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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.

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Curriculum

Religion, Intergrated 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, drug/alcohol prevention, 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.

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 through the Saint Mary's Music Studio. The instrumental music teacher provides lessons during the school day on a rotating schedule for students in grades 4 through 8. Piano lessons are available for students in grades 1 through 8.

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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 office immediately.

If a student becomes ill or injured, the school nurse contacts the parents. 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 nurse's office as soon as possible. No child will be sent home from school unless accompanied by a parent or

designated authorized adult. The adult must sign the early release sign-out book before leaving the building.

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Emergencies

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 *Instant Alert* for Schools.

Instant Alert for Schools 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, pager or PDA in any combination. Instant Alert can also be used to notify you 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. 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>

Minimum Requirements

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. If you are a staff member in the school, use the user name and password given to you by the school.
4. Complete the student information form. Click "Submit".
5. Complete the corresponding screen. Click "Submit".
6. After receiving the Confirmation message, click "Proceed" to get started with Instant Alert.
7. *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 e-mail, text messaging and pagers you may send yourself a test message. Click on "Send Test Message" to send yourself a message.

Additional Functions

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 the "Pick Up Rights" check box if you wish to allow this person the right to pick up your child from school. This person's name will appear on a report for the school.
4. Click on "Save" when complete.
5. 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.

Please observe the following procedures:

1. Notification of emergency closings will be posted on the home page of St. Mary School web site, www.stmaryes.org.
2. Listen for the township whistles (one long blast) at 6:00 AM, 6:30 AM and 7:00 AM. Whistle means closed.
3. Listen to radio station WJLK 94.3 FM; WADB 1310 AM. If the Middletown schools are closed due to busing or weather problems, St. Mary School will be closed.
4. Use the Honeywell Instant Alert for Schools system when appropriate.
5. We ask parents to use good judgment regarding conditions in their neighborhood.
6. 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 on WJLK and WADB and the Honeywell Instant Alert for Schools system.

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. WADB 1310 AM or WJLK 94.3 FM will make radio announcements about emergency closing and the Honeywell Instant Alert for Schools system will also 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 instructed to return 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.**

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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.**

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Extra-Curricular Activities

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

Basketball	Yearbook
Softball	Student Council
Soccer	Altar Servers
Fall Cross Country	Spring Track
Bowling	Cheerleading
Tennis	Art Enrichment Gr.(5-8)
Marathon Kids	Drama Club
Science Enrichment	Floor Hockey
Music Lessons	

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 a parental decision in consultation with the Principal.

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.

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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. A sample field trip permission form follows. If a parent does not give permission for the trip, then the student is to attend school on the day of the field trip. Walking trips within the school area, 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 mothers/fathers 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.

Diocesan Handbook #6153 Field Trip Permission Form

We hereby consent as parents/guardians of _____ to have him/her accompany other students and teachers of St. Mary School on a trip to _____ on _____ and agree that, in consideration of our child being permitted to join in said trip, we each will hold harmless and indemnify the school and the Diocese of Trenton and their agents and employees against any and all claims for injury to our child involving said trip. We understand the educational purpose of this field trip is _____.

SIGNATURE OF PARENT/GUARDIAN DATE

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Fire Drills

Fire drills are held at regular intervals. Students are to vacate the building in accordance with instructions. In all drills, it is absolutely necessary that students remain quiet and to follow the instructions of their teachers.

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General Rules (Not all Inclusive)

1. **Skateboards, rollerblades, electronic beepers, cell phones, any type of radio, recorders, earphones, cameras, or tapes are not to be visible in school for any reason and must remain in the off position. A parent may be required to pick-up the electronic device at the school office. These items will 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 will be taken.
4. The possession of matches, knives, or any other dangerous material is forbidden. **Immediate suspension and/or expulsion 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 on school grounds. **Immediate suspension is warranted.**
11. Students may not leave the school grounds under any circumstances without approval from the main office.
12. A public telephone is located in the Euphemia Hall foyer. During school time, **students may not use the public phone without the permission of their teacher and the school 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.

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.

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Health Regulations and Services

In accordance with state regulations, medication may never be carried in school by any child. If it is necessary for a child to take prescribed medication, the following guidelines must be followed:

1. A copy of the doctor's prescription and instructions must accompany the medication.
2. The medication must be in its original pharmacy container.
3. A note from the parent to the school nurse giving permission to administer the medication.
4. All of the above should be forwarded to the school office.

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 Grades 1, 2, 5 and 8. Dental inspection is done periodically according to the availability of a dentist.

The Mantoux Test is required of all new students from out of state or country and is not administered by the school nurse. Scoliosis screening is conducted for all students in grades 5 through 8. Parental permission is required for the Dental inspection and the Scoliosis screening. Failure to return the permission slip is considered a refusal of the test or inspection.

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Holy Childhood Association

St. Mary School students support the Catholic Missions through the collection of money for the Holy Childhood Association. No other money collections are permitted without first obtaining permission from the administration.

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Homework

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.
3. establish and develop solid work 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.
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.

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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. 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. 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.

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Insurance – Student Accident

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.

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Campus Parent-Teacher Association

Membership: Each family is a member of the PTA. In September of each year, the PTA conducts a raffle for a free (1 year) tuition. Each family is requested to purchase at least one chance.

Meetings: PTA meetings are held periodically throughout the school year. Guest speakers, business, social activities, etc., are all a part of these meetings.

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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Parties/Classroom Celebrations

Class parties may be held during certain major holidays or events. Younger siblings are not permitted to attend class parties. Class dues are collected by the PTA Class Parents to cover such expenses. The Class Parents submit plans for the party to the homeroom teacher who will, with the approval of the administration, **make the final decision**.

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. No Lunch Parties are permitted in the classroom or the cafeteria.

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Safety Patrols

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 buses 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.

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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 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. 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, etc.

3. Interim Notices:

Interim reports are sent home mid-way through each trimester. These reports may indicate that a child is experiencing difficulty or it may be a commendation.

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. **Please make appointments with teachers before coming to school.**

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.

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Promotion & Retention

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 records will not be transferred to the students' high school of record.

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Student Behavior and Discipline

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, drugs, or alcohol.**

Students holding a cigarette will be presumed to be smoking. **

2. Insolence, disrespect, or insubordination
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****
16. **Bullying****

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

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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.

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 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
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 fourth detention a conference will be held with the parents of the student.**

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Suspension

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

1. Possession, transmission and/or use of any kind of weapons, drugs, tobacco 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 or causing bodily harm to any person
5. Habitual use of profanity
6. Defiance of authority
7. Skipping Detention
8. Bullying

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.

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Transfers

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 2011, 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.

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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.

This pass lists the location of the bus stop and the time of pick-up. Any applications sent in after March 9 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; 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.

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Financial Aid & Tuition Policy

On July 1, 2009, the Saint Mary Parish School Board adopted a 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.

Beginning with the 2011-2012 academic year, all applications for financial assistance must first apply for Diocesan Aid 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. Available funds will be distributed on a needs basis.

There are several options for paying tuition:*

Parents may elect to pay the entire tuition by June 5, 2011. Make two payments directly to the

school. Payments are due on or before June 5, 2011 and January 11, 2012. Join Smart Tuition Management Plan with an option of automatic bank account deduction, monthly invoicing or credit card payment (Amex, Discover or Mastercard) Fee for this service is \$50.00.

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:

There is a processing fee due at the time of application. There is also a \$160 per family registration fee yearly and a \$60 per student technology fee. Families will only pay this fee for each of the first three children. These fees are non-refundable. There is an 8th Grade graduation fee. For Kindergarten only, there is a separate non-refundable \$175 supply fee due three weeks after the acceptance letter is sent to the family. 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 Office.

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Uniforms

Uniforms are purchased from Flynn & O'Hara
10905 Dutton Road
Philadelphia, Pa 19154.
Their toll-free phone number is 1-800-441-4122

or visit their store at
Union Ave. Plaza & Rt. 36, Hazlet, NJ 07730
(732-888-3885).

[P.E. Uniform](#) - May be purchased at the St. Mary Spirit Shop - [Click Here For The Order Form](#)

The Uniform Code is:

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

Summer Uniform Period: Opening of school through October 07, 2011, and April 30th, 2012 through the closing of school in June 2012.

Winter Uniform Period: October 10, 2011 through April 27, 2012.

GRADES K - 4 UNIFORM

<u>Girls Summer Uniform</u>	<u>Girls Winter Uniform</u>
Short sleeve white peter pan shirt	Long sleeve white peter pan shirt
SMS plaid jumper	SMS plaid jumper

Navy blue knee socks*	Navy blue knee socks or navy tights
	Navy slacks

Girls may wear the golf shirt with the jumper.

<u>Optional</u>	<u>Optional</u>
Navy blue shorts	SMS gray cardigan sweater
White short sleeve banded SMS golf shirt	
Shirt (to be worn only with the shorts)	

*Socks must be navy blue 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.

<u>Boys Summer Uniform</u>	<u>Boys Winter Uniform</u>
Short sleeve white banded SMS golf shirt	Long sleeve white oxford shirt
Navy blue slacks	Navy blue slacks
Solid black or brown belt	Solid black or brown belt
	SMS tie
<u>Optional</u>	<u>Optional</u>
Navy blue shorts	SMS gray V-neck sweater

GRADES 5 - 8 UNIFORM

<u>Girls Summer Uniform</u>	<u>Girls Winter Uniform</u>
Short sleeve white peter pan shirt	Long sleeve white oxford banded shirt
SMS plaid skort	SMS plaid skort
Navy blue knee socks*	Navy blue knee socks and navy blue tights*

*Socks must be navy blue 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.

<u>Boys Summer Uniform</u>	<u>Boys Winter Uniform</u>
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Short sleeve white banded SMS golf shirt	Long sleeve white oxford banded shirt
Navy blue slacks	Navy blue slacks
Solid black or brown belt	SMS tie
	Solid black or brown belt

Optional

SMS gray v-neck sweater

For Both Girls and Boys

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 hair styles (including feather extensions) or “treatment” 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, one natural color and combed at all times. **NO FACIAL HAIR PERMITTED.**

Footwear:

Navy, black, brown and buckskin or tan STURDY, RUBBER-SOLED SHOES such as Oxford or Saddle (preferably laced). NO ATHLETIC OR HIGH-TOP SNEAKERS OR BOOTS, NO CLOGS, SANDALS (to include UGGS), PLATFORM SHOES OR HIGH HEELS. HEELEYS ARE NOT TO BE WORN ON SCHOOL PROPERTY.

Cosmetics:

Students are not permitted to wear make-up, nail polish or false nails.

Jewelry:

Girls:

Only one small post-type earring is permitted in each ear. No dangling earrings of any kind. No bracelets, no more than one ring, one watch. A Cross or Medal on a thin chain is permissible.

Boys:

Earrings are not allowed. No bracelets, not more than one ring, watch, a cross or 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, capri's or jeans (no faded or torn jeans, spandex pants, stretch pants or jogging outfits allowed).
- 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)
- d. Shirts should be appropriate for school (no bare midriiffs, 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 Mater Dei Prep attire, no other high school is permitted.

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 Will Be Given A Detention

Physical Education Uniform Code

K – 8 Grey t-shirt, navy blue insignia shorts, and or navy blue sweat pants/sweat shirt, white socks and sneakers.

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.

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ADDENDUM

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. Parents will be notified of changes through the Principal's letter the PTA Newsletter, or the Instant Alert for Schools system.

Appendix

TABLET/LAPTOP/COMPUTER 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 schools’ 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, Mater Dei Prep, SM Church

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

Having leased a tablet/laptop for your high school career, the following rules must be adhered to. These rules accompany Saint Mary's Internet Acceptable Use Policy which may be viewed 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 computer network.
3. While our students and their families lease the tablets/laptops, 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 desktops/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:

- Detention
- Suspension
- Confiscation of the tablet/laptop/desktop 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/desktop for the remainder of the year
- Notification of law enforcement as required or deemed appropriate
- Withdrawal from Saint Mary's

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 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 Mater Dei Prep, 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 Mater Dei Prep, 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 Mater Dei Prep, St Mary's Parish, Trenton Diocese, the Catholic Church

11. Violations of acceptable use regarding Saint Mary & 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 ie. 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 desktop/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 Desktop/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 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/desktop and internet access when in use off campus.
- The desktop/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.

See next page.....

**HANDBOOK/LAPTOP/ACCEPTABLE USE POLICY/PHOTOGRAPHY
RELEASE FORM**

Dear Parents/Guardians & Students:

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

We are asking that you read the entire Student Handbook and fill out the second page of this form, indicating the following:

- You have reviewed the Saint Mary student handbook and agree to abide by the rules, regulations and policies set forth therein.
- You have reviewed the Saint Mary Acceptable Use Policy (AUP) and agree to abide by its standards. This policy is in our Student Handbook.
- 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 by September 30, 2011.

Please sign below and have the student return this form to the Teacher/Main Office by September 30, 2011.

I acknowledge receipt of the Student Handbook/Acceptable Use Policy/Photography Release Form for 2011-2012 and agree to abide by the guidelines set forth.

STUDENT NAME - PRINTED

STUDENT SIGNATURE (if applicable)

PARENT/GUARDIAN SIGNATURE

DATE

I wish to DENY permission for my child's photograph to be used.

Parent's Initials: _____

