

**ST. MARY'S SCHOOL**  
**735 UNION ROAD**  
**VINELAND, NEW JERSEY**  
**856-692-8537**  
**[www.smrschool.org](http://www.smrschool.org)**



**PARENT – STUDENT HANDBOOK**  
**2011-2012**

# IMPORTANT CONTACT NUMBERS

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

The mission of the Catholic schools in the **Diocese of Camden** is to foster total development of each student spiritually, intellectually, emotionally, socially, and physically in an environment which proclaims and promotes the teachings of **Jesus Christ**.

Mission Statement Diocese of Camden

## FOREWORD

The purpose of this student handbook is to acquaint you and your parents with helpful information in order to provide for the smooth operation of our school. Please review it very carefully and keep it handy for reference and general procedures. We want you to know what is expected of you and what you can expect from your school.

It is our sincere hope that this handbook will encourage you to develop an inner pride in yourself and your school. We want your years at St. Mary's Regional School to be among the best of your life. To do less than your best is to cheat yourself. The teachers and administration of this school are committed to the task of helping you to do your very best.

God be with you.

## DIOCESAN STATEMENT

St. Mary's School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, athletic programs or other school administered programs.

## PRINCIPAL'S DISCLAIMER

### Important Notice!

The Principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the Principal believes to be correct. Nothing in this handbook limits the principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the Principal has the right and the authority to impose different or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook, should the Principal conclude that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

The Principal reserves the right to amend this handbook and the school policies and procedures without prior notice for the safety and well being of everyone. Every effort will be made to notify students and parents(s)/guardians(s) of such changes.

**Revised September 2009**

## **Philosophy of St. Mary's Regional School**

The philosophy of St. Mary's Regional School has as its three focal points the message of Jesus Christ, community and service. Within this framework, the true Christian student is developed.

To actualize this philosophy, our objective is to have our student body understand and practice the Christian faith. This is to be achieved through the understanding of changes that take place in the world and church. With this understanding, the students of St. Mary's School will be able to adjust to the changing world and challenges these changes present to living a Christian life.

Through the study of our Judeo-Christian heritage, our students form a link with the past which in turn allows them to identify more truly with the present and prepares them to meet the future. By means of daily and active participation in the sacramental life of the Church, they will develop and strengthen their faith commitment to Jesus Christ culminating in a living expression to be "my brothers' keeper."

Although students are represented from St. Mary's Parish, Our Lady of Pompeii Parish, and the community at large, the student body presents a unified entity. This is possible through the cooperation of clergy and families of the area. Essential to the development of these Christian students is character and self-respect. These fundamentals are achieved by developing moral responsibility through the student's capacity to discipline himself in work, study and play. Included in moral responsibility is an understanding of productive citizenship in a democratic form of government. This allows development of personal character strengthened by sound ethical and moral behavior.

Achieving a balanced education involves the development of skills in natural science, mathematics, social sciences and the fine arts. Inductive and deductive reasoning are necessary to develop the concept of total communication. Ultimately, students of all talents, including the academically gifted and the academically challenged, will demonstrate creative reasoning which allows them to meet the challenges of the future.

The Vatican II document clearly defines Christian education within the context of the Christian Community:

"In fulfilling the mandate she has received from her divine Founder to proclaim the mystery of salvation to all men, and to restore all things in Christ, Holy Mother the Church must be concerned with the whole of Man's life. Therefore she has her role to play in the progress and spread of education. This education should pave the way to brotherly association with other peoples, so that genuine unity and peace on earth may be promoted.

Since parents have conferred life on their children, they have a most solemn obligation to educate their offspring. Their role as educators is so decisive that scarcely anything can compensate for their failure in it. Let the teachers perform their services as partners of the parents. Even after students have graduated, their teachers should continue to assist them with advice and friendship.

The Catholic School should strive to relate all human culture eventually to the good news of salvation, so that the light of faith will illumine the knowledge which students gradually gain of the world, of life, and of mankind."

## School Rules and Policies

### **ABSENCE -**

Absentees are to be phoned into the office between 8:20 A.M. and 9:00 A.M.

When a student returns to school, he/she is to **PRESENT A NOTE** to the teacher stating the reasons for being absent. After an absence of three (3) consecutive days a medical certificate from the doctor should also be presented with the note. In the event a student accumulates 10 absences, a warning will be sent from the office to the parent regarding same. This notice must be signed and returned to the main office. A student must make-up 2 hours for every missed day after 12 absences.

Class work as well as homework missed during the absence must be made up. In the upper grades it is the responsibility of the student to approach the teacher to see what work was covered during his/her period of being absent. An absence is no excuse for not completing previously assigned work.

### **ACCIDENTS AND ILLNESSES -**

These are the policies and procedures to be followed when a student becomes injured or ill during school hours or during extracurricular activities.

1. School faculty and staff encourage students to report all injuries and illnesses.
2. All reported incidents are referred to the nurse when on the premises. The nurse will provide first aid for those cases judged to be minor.

Further, in consultation with the principal, the nurse will determine whether the student may return to scheduled activities.

3. When no nurse is on the premises and the school staff is reasonably certain the incident is minor; the principal will decide whether to seek medical treatment.
4. If a decision is made that a student should not return to class, the parents (guardian) will be notified immediately. The parents (guardians) are then responsible for making proper arrangements for appropriate medical care and/or transportation. The student will be appropriately watched over by a staff member until being turned over to the parents' (guardians) care.
5. In case of an emergency situation, the parents (guardians) shall be notified immediately and it shall be their responsibility to arrange for proper medical attention and such transportation as may be necessary. However, if the situation is so severe as to appear to require immediate medical attention, then the principal shall arrange for the provision of such medical attention before or concurrent with notification to the parents (guardians).
6. If the parents (guardians) cannot be contacted, the principal shall arrange for the provision of such medical assistance as reasonably appears to be warranted in light of the circumstances. If transportation to a medical facility or physician's office is necessary, the principal or some other adult shall accompany the child. School personnel should not transport the child except when an ambulance is not available and emergency treatment is urgently required.
7. The site administrator should investigate all accidents to obtain the details of the circumstances and have the information recorded on the Accident Report Form.
8. If an accident appears to be of a serious nature, the principal or secretary shall telephone the Diocesan Schools Office as soon after the occurrence as circumstances permit.
9. Some of our staff members will be trained in first aid, CPR, and the Heimlich techniques to meet emergency situations during the first critical minutes before a medical professional comes on the scene.
10. We must have an EMERGENCY CARD on file for each student. This card will provide necessary information for parent (guardian) contacts, including business

phone numbers of working parents. It is very important that the child's EMERGENCY CARD remain accurate at all times. It is the parents' (guardians') responsibility to notify the school immediately in the event of a change of address, phone number, business, or any important medical information. These cards should also provide specific parental instructions of actions to be taken in their absence. An established medical history file on each student must be current and will be maintained in the nurse's office.

#### **ACTIVITY PERIOD -**

The activity period (8:20 A.M. to 8:45 A.M.) will provide an opportunity for all money, notes, forms, etc. to be collected by the homeroom teacher.

Lunch and milk count will also be taken at this time. Coats should be hung and books should be prepared for class. The activity period then ends with prayers as preparation for regular class.

#### **ATTENDANCE -**

It is the parents' obligation to send their children to school every day that school is in session. Regular attendance is emphasized.

Students are expected to be on time. They are marked "late" if they arrive **after 8:25 A.M.** unless their bus is late. Late students are to report to the office with a parent(guardian) to sign in and present the reason for the lateness. Continual lateness will result in after-school detention.

Vacations: Students who are absent from school due to a family vacation are responsible for all work covered during that time. Teachers are not to prepare assignments ahead of time for the classes missed. Homework can be made up when a student returns from vacation. They will have the amount of time they were away to make up the missed work.

**SUPERVISION**-School doors open at 8:15 A.M. Any child who arrives before 8:15 A.M. will be automatically placed in the morning latch key program and charged for that morning.

Dismissal is at 3:10 P.M. Students who are taken home by car must be picked up at time of dismissal or the student will be automatically be sent to the afternoon session of the latch key program and charged for the afternoon session. This policy is extremely important for the safety and welfare of your child/children.

#### **AUXILIARY SERVICES -**

Each school year the Board of Education from each township is responsible to provide auxiliary services for children residing in their districts and attending non-public schools. These services include:

1. Compensatory education for children who need help in reading, writing and math.
2. Home instruction for students who are unable to attend school because of an extended illness.
3. The services of a Child Study Team who may help to diagnosis persistent problems/causes/prescriptions in learning, behavior, etc.
4. Speech therapy for those having speech problems.

Services for these programs are provided upon parent consent and in a location determined by the public school. This basis for determining eligibility of students for these services are in accordance with New Jersey law.

Chapter 1 - The Chapter 1 Program is a federally funded program administered through the public schools system. It provides remediation in reading, writing and math,

based on the Iowa Test of Basic Skills scores and qualifying percentile as well as teacher recommendation.

## **BULLYING –**

Any incidences of bullying need to be brought to the Principal's attention. Bullying by any student will be addressed immediately by the Principal.

## **CONDUCT -**

### **1. IN THE CLASSROOM**

The student should be punctual for class when the bell rings. If they are late to class, they are required to go to the office for a late slip and give the late slip to the teacher.

When morning prayers are being recited, students should not interrupt or enter a class.

A student must raise his hand to speak or to get up in a classroom. Talking without recognition, interrupting the teacher or a class discussion, or talking during study time is not permitted.

Students are to sit in seats properly - no slouching! **DO NOT** sit on desk tops or tables nor put feet on furnishings. All four feet of chairs must be kept on the floor. No rocking in the chair. No sitting on the floor.

Writing and passing notes, playing with irrelevant objects, and other disruptive acts are not permitted within the classroom. No electronic objects of any kind are permitted at school or on the bus at anytime. Finally, **NO** other forms of playthings or distracting objects are permitted. Objects retrieved by the teacher must be claimed by parents.

**Chewing gum is NOT permitted** during school, during any school activity, or on the bus. This infraction will result in an automatic detention.

### **2. IN THE CAFETERIA**

Students are to:

- a. Form a single line at the counter and never push.
- b. Observe good table manners.
- c. Speak in polite tones.
- d. Clean table completely and replace chair neatly.
- e. Students are not permitted to bring candy or soda for lunch.
- f. Bottles, jars and cans are not permitted.
- g. Remain seated until directed by cafeteria aide for disposal of trash and dismissal.
- h. Any students having to go to the lavatory must have permission.
- i. All lunch charges must be paid the next day.
- j. Students may not leave the cafeteria to return to the classroom unless a pass has been issued by a teacher.

### **3. CORRIDORS**

Students are required to remain silent when:

- a. Entering and leaving building; changing classes, going to lavatory and using hallways during school hours.
- b. Running and loud talking are forbidden at all times.
- c. No student is permitted to get out of line for drinks or to go to the lavatory without permission.
- d. Students **are not permitted to open any outside door at any time.**

### **4. LAVATORIES**

- a. Behavior in restrooms should be exemplary.
- b. Students are to use restrooms at designated times.
- c. At all other times restrooms may not be used unless student has a pass from a teacher.

- d. Misuse of paper products, soap, and water will not be tolerated.

## **5. PLAYGROUND**

- a. No student is permitted to leave the school grounds during lunch time or any other time during the day without a signed pass.
- b. Once a student enters the playground, he/she may not leave it without notifying the aide and getting proper permission.
- c. All students are to obey the aide just as they would a teacher.
- e. When recess is over, the students are to go **IMMEDIATELY** to their assigned lines and proceed to their classrooms in **SILENCE**.
- F. Jumping over fences is not allowed.
- g. Students are not to engage in rough play (all contact sports.)
- h. Students are not to push, hit another child, or fight, use foul language, or call each other names.
- l. No sports equipment is to be brought from home.
- j. No ball playing or shouting near classroom windows.

## **CARE OF PROPERTY -**

Students are to take pride in their school and to share the responsibility of keeping it attractive. We expect everyone to assist in the care and protection of all school property. Therefore:

- a. All deliberate destruction is prohibited including graffiti and carving of school property.
- b. Accidents resulting in breakage should be reported to the teacher or principal immediately.
- c. Each group must keep its own play area free of litter.
- d. Students are required to assist their homeroom teacher in maintaining a neat and orderly desk and classroom.
- e. Coats, sweaters and book bags must be placed in an orderly line in the back closet. No books, handbags or papers are to be on the floor at any time.
- f. Before dismissal all paper should be picked up from the floor and desk should be neat.
- g. Students are not to remove the rubber coasters from the chairs.
- h. Private property must be respected. Meddling in or taking another's property without permission is considered a serious offense. Teacher's desks, other student's desks, other student's lunches, pocketbooks, or book bags are off-limits. This infraction will result in detention.

Books and equipment should always be handled with care. Obey the following rules:

- a. Textbooks are the tools of learning and should be utilized to their utmost.
- b. No writing or scribbling in books at any time.
- c. Textbooks and workbooks must be covered at all times. Covers must be kept neat, clean, and free of doodling.
- d. All students must carry book bags in order to maintain the books especially in inclement weather.
- e. If a textbook is lost or damaged by a student, payment equivalent to the value of the book must be made so that a replacement can be provided.

## **COLLECTIONS -**

No parent or student may take any kind of collection unless special permission is given by the Principal.

The soliciting of articles, products and items by parents, students, and school personnel is prohibited other than any authorized projects by the Principal.  
 No student may sell or buy candies, etc. from other students (Little League, etc.).

**COURTESY -**

Respect and courtesy must be shown by all students toward the Priests, Principal, teachers, aides, custodians, all other adults and one another.

When a priest, the principal, teacher or other visitors enter the classroom, the children are to stand and greet them politely.

Words of courtesy such as "Thank You", "Good Morning", "Good Afternoon", "Please", "You're Welcome", "May I Help You?", "Pardon Me", "Excuse Me", etc. should be in every student's daily vocabulary.

Given names are to be used at all times. Nicknames of teachers, aides, staff members or students should not be used.

**CURRICULUM -**

St. Mary's provides a solid base on which to build knowledge for physical, intellectual, spiritual, and social growth.

Our academic curriculum is carefully structured and well-rounded in order to meet the needs of the class, as well as providing careful attention to each individual student. Full-time aides and parent involvement insures personal care.

An active School Board, PTA will assist St. Mary's in maintaining the high scholastic standards and extra curricular activities.

**CURRICULUM**

- |  |                       |
|--|-----------------------|
| 1. RELIGION  | 7. ART                |
| 2. MATH  | 8. PHYSICAL EDUCATION |
| 3. SCIENCE   | 9. COMPUTER           |
| 4. LANGUAGE ARTS<br>(Reading, Spelling, English, Penmanship) | 10. DRUG EDUCATION    |
| 5. SOCIAL STUDIES  | 11. FAMILY LIFE       |
| 6. MUSIC   | 12. AIDS EDUCATION    |

**PARISH SACRAMENTAL PROGRAMS**

1. First Penance
2. First Communion
3. Confirmation

**SPORTS**

1. Cheerleading
2. Boy's Basketball (Grs. 5-6-7-8)
3. Girl's Basketball (Grs. 5-6-7-8)
4. Soccer
5. Track and Field

**ASSOCIATIONS**

1. Parent Teacher Organization
2. School Board
3. Alumni Association
4. Grandparents Association

**RELIGIOUS ACTIVITIES**

1. Advent Retreat Day

**SERVICE PROJECTS**

1. Missions (Advent-Lent)
2. Math-A-Thon
3. Read-A-Thon
4. Tiny Tim Caroling (December)
5. Thanksgiving Drive (November)
6. Visit the sick and elderly
7. Pro-Life Poster Contest
8. Community Soup Kitchen

**PROGRAMS & EVENTS**

1. Christmas Fair
2. Breakfast with Santa
3. Dances (6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup>)
4. Science Fair
5. Traveling Science Shows
6. Assembly Programs
7. Christmas Musical
8. Spring Musical
9. Geography Bee
10. Spelling Bee
11. Field Day

2. May Crowning
3. Liturgies
4. Sacrament of Reconciliation
5. Stations of the Cross
6. Rosary
7. Weekly Mass

12. Ethnic Lunch
13. Grandparents Bingo
14. Tutoring Program
15. Web Site

#### **CLUBS**

1. Brownies
2. Safety Patrol\*
3. Student Council\*
4. School Yearbook
5. Girl Scouts
6. Recorder Club
7. Boy Scouts
8. Soccer Club
9. Signing Club
10. Drama Club
11. Choir Club

#### **MINISTRY**

1. Altar Servers
2. Choir
3. Volunteer Services in School and Parish

\*an honor that must be earned

#### **CUSTODY ISSUES -**

If there is a situation in your family which limits or forbids access to a child by the non-residing parent, the custodial parent needs to provide a copy of the court order to the main office.

#### **DISCIPLINE -**

Procedures - Misconduct will be handled by the individual teacher or principal within the framework of normal daily class procedure. According to the seriousness or **persistence** of the offense the following steps **may** be used:

Warning to the student regarding his action.

Discipline action within the classroom.

Notes to parents which must be signed and returned to the teacher, i.e. misbehavior forms, etc.

Phone calls to parents.

After-school detention. Parents will be advised at least one day in advance.

Exclusion from extra-curricular activities or loss of privileges.

Parent-Teacher conferences.

In-school suspension.

Parent-Teacher-Principal conferences.

Out-of-School suspension - STUDENTS WILL RECEIVE ZEROS IN ALL SUBJECT AREAS.

**Expulsion - the final decision is made by the Pastor and the Principal of the school.**

PLEASE NOTE - It is not required that each step be followed in order. Depending on the circumstances or incident, the above forms a pattern of steps that may be taken.

It is apparent that many things which occur during the day require the teacher's appraisal of the situation. It will always be true that everyone will not evaluate everything in the same way.

Parent-teacher cooperation is beneficial toward the behavioral development of your child. If you have any questions, deal directly with the teacher.

## 1. DETENTION

Detention will be held from dismissal until 4:00 P.M. for grades 5-8. The designated day will be at the convenience of the teacher. Parents will be notified in advance with a detention slip that must be signed and returned to the teacher. We expect cooperation from the parents on this important matter.

Any student staying for detention will be dismissed at the above stated time when the parent comes to the assigned classroom for him/her. **Parents should be prompt in picking up their child. (If not, the child will be sent to latchkey and the parent will be charged.)** If the student is to walk home or go with someone else, he/she must have a note from his/her parent stating this.

Detention will be imposed for repeated infractions of the school rules.

## 2. EXPULSION AND SUSPENSION

Very serious breaches of discipline make a student liable to suspension or expulsion.

1. Continued misconduct after repeated detentions have failed to bring about the change in behavior.
2. Willful disobedience or open defiance of teacher's authority.
3. Willful damage to school property by defacement or otherwise.
4. Stealing.
5. Obscenity, profanity or vulgarity in word or act.
6. Fighting in school, on the bus, or school property.
7. Use or possession of drugs and alcohol, tobacco, matches, knives, weapons, drugs or drug paraphernalia.

A parent of any student who damages school property shall be liable for damages in the amount of the damaged property.

All of the breaches of discipline listed are in accordance to N.J. School Law 18A:37 - 2.

## DRESS CODE -

**TRADITIONAL UNIFORM** – may be worn at any time from September to June. The uniform will be neat, clean and free of holes.

## GIRLS

Grades K through 4

**Plaid Jumper with school logo**

**Blouses – Light blue or white uniform blouses with a rounded collar (long or short sleeve)**

**Socks – Navy knee high socks or tights**

**Sweaters – Navy vest or cardigan with a school logo**

**Grades 5 through 8**

Plaid Skirt

Blouses – Light blue or white uniform blouses with a button down collar (long or short sleeve) – blouses must be tucked in at all times so that the waist band is visible.

Socks – Navy knee high socks or tights

Sweaters – Navy vest or cardigan with school logo

Grades K -8

Shoes - Appropriate colors and styles of shoes should be worn. Blue, black or brown is preferred. The school administration reserves the right to determine what meets these guidelines when there is a question of acceptability or appropriateness.

**PLEASE NOTE:**

K - 6: No make-up, jewelry or nailpolish is permitted.

7 - 8: Light make-up and clear nailpolish may be worn.

No excessive jewelry or dangle earrings may be worn.

\*No hairspray or gel is allowed in school. Inappropriate and/or distracting hairstyles or colors are not permitted. Hair must be kept neat and clean.

**BOYS**

Grades K through 8

Trousers - Navy uniform pants

Shirts – White or light blue dress shirt (long or short sleeve) – shirts must be tucked in at all times so that the belt is visible

Ties – Blue striped school tie

Belt – Navy , brown, or black belt

Socks – Navy or black socks

Sweater – Navy cardigan or v-neck sweater with school logo

Grades K -8

Shoes - Appropriate colors and styles of shoes should be worn. Blue, black or brown is preferred. Grades K-4 should have flat heeled shoes. Grades 5-8 the heels should be no higher than 1-1 ½ inches high. No sneakers unless it is their designated gym day.

The school administration reserves the right to determine what meets these guidelines when there is a question of acceptability or appropriateness. A fair warning will first be given to your child. If there is no cooperation, you will receive a call from the school to remedy the dress code violation.

**PLEASE NOTE:**

We consider proper dress and grooming to be a part of the learning process. Proper grooming and styling of hair is required. Styles considered inappropriate for school are not permitted. These guidelines are subject to some interpretation. The school administration reserves the right to determine what meets these guidelines when there is a question of acceptability or appropriateness.

Hair spray and gel are not to be brought to school. No hats should be worn inside the school building.

**OPTIONAL UNIFORM-** may be worn during designated times during the school year.

**OPTIONAL SUMMER AND SPRING-** may be worn from September through October 31 and April 18 through June

**GIRLS**

Grades K through 8

Shorts – Navy or Khaki uniform shorts

Shirts- Light blue, short sleeve uniform polo shirt with school logo (must be tucked in at all times so that the belt is visible)

Belt – Black , brown or navy belt

Socks – Black or navy socks

Grades 5 through 8

Slacks – Navy or khaki uniform slacks

Belt – A brown, black, or navy belt when wearing khaki trousers

Socks – Khaki or black socks when wearing khaki trousers

Grades K through 8

Skort – Navy uniform skort

**BOYS**

Grades K through 8

Shorts – Navy or khaki uniform shorts

Shirts – Light blue, short sleeve uniform polo shirt with a school logo

Belt – Black ,navy, or brown belt

Socks – Black or navy socks

Grades 5 through 8

Trousers – Navy or khaki uniform trousers

Belt – Brown , navy, black belt when wearing khaki trousers

Socks – Khaki or black socks when wearing khaki trousers

**OPTIONAL WINTER UNIFORM** – may be worn from November 1 through April 8

**GIRLS**

Grades K through 8

Shirt – Light blue, long sleeve polo shirt with school logo (must be tucked in at all times so that waist band is visible)

Belt – Black , navy, or brown belt

Socks – Black or navy socks

Grades K through 4

Slacks – Navy uniform slacks

Grades 5 through 8

Slacks – Navy or khaki uniform slacks

Belt – Brown, navy, black belt when wearing khaki trousers

Socks – Khaki or black socks when wearing khaki trousers

**BOYS**

Grades K through 8

Shirt – Light blue, long sleeve polo shirt with school logo (must be tucked in at all times so that the belt is visible)

Grades K through 4

Trousers – Navy uniform trousers

Belt – Black, brown or navy belt

Socks – Black or navy socks

Grades 5 through 8

Trousers – Navy or khaki uniform trousers

Belt – Brown, black or navy when wearing khaki trousers

Socks – Khaki or black socks when wearing khaki trousers

GYM ATTIRE

**Socks – Must be white athletic crew socks (covers the ankle.)**

**Sweatpant and sweat shorts – no pockets allowed (for safety reasons.)**

**PLEASE NOTE:**

Please remember that each child must have the traditional uniform. It must be worn for school pictures and other special occasions designated by the principal. You are under no obligation to purchase the optional uniforms.

**The Dress Code** will be enforced by the Homeroom Teachers. If your child is not compliant with the dress code, you will be notified in writing of any violations. We appreciate your cooperation.

**DRUGS AND ALCOHOL -**

Any student during the school day or while attending a school function, whether on or off the school property, who has illegally used or is under the influence of, in the possession of, or distributing hallucinogenic drugs, including marijuana, will be suspended immediately pending an interview with the parents. Suitable, corrective procedures and disciplinary action will follow.

**INVOLVEMENT WITH ANY OF THE ABOVE MAKES A STUDENT LIABLE FOR EXPULSION.**

Use or possession of drugs and alcohol, tobacco, matches, knives, weapons, drugs or drug paraphernalia or ammunition is not permitted on school property. This policy will be strictly enforced. The use of tobacco, alcohol or drugs is forbidden by students in public and in private.

**EARLY DISMISSAL -**

If it is necessary to make an appointment during school hours, please observe the following regulations:

1. Students must bring a note from their parents stating:
  - A. the time of the appointment
  - b. the time the child will be picked up
  - c. who will pick up the child
  - d. the approximate time of return
2. Parents must report to the office when coming for their child; the secretary will call the student to be excused from class. Under **NO** circumstances are the parents to go to the classroom. NO exceptions!
3. Upon returning, the student must report to the office before going to his/her class.
4. The student should present a slip from the physician/dentist stating that he/she had been to the doctor's office and the time he/she was in the office.

**EMERGENCY CLOSINGS -**

Any notice given by school districts regarding cancellation of buses or delays affects our students using those buses. If our school is closed, you will receive notification

through the Global Connect Emergency Notification System via the telephone numbers you have supplied the school. Information will also be posted on the school Web site at [www.smrschool.org](http://www.smrschool.org).

### **FIRE & EMERGENCY DRILLS**

Fire drills are held twice a month within school hours to insure safety for the students and faculty members in evacuating the building in case of fire or other emergencies.

During our fire drill, the following regulations will be strictly enforced:

1. When the fire bell sounds, students will leave the classroom in a single line and use the assigned exits. The teacher should start the line, open the doors, then go back to the classroom and follow the end of the line outside.
2. Silence is to be observed during the fire drill.
3. Students are to walk quickly but no running and pushing.
4. Students and teachers are to report to the grassy area behind the school in their designated areas.
5. The teachers will take attendance after the entire class has left the building.
6. Students are to return to the classroom in silence when the signal is given.

### **FIELD TRIPS -**

Field trips will be decided upon by the teachers with the approval of the Principal. Parents acting as a chaperone must ride on the bus and will be assigned certain students. It is the chaperone's responsibility to make sure the assigned students stay with the group, conduct themselves in the proper manner, and return to the bus at the designated time. No chaperones may bring younger children with them. Chaperones and students must follow the trip itinerary as set up by the teacher.

### **GOOD HABITS -**

The school and family will cooperate in forming GOOD HABITS in the student, such as:

1. **CHEERFUL OBEDIENCE TO AUTHORITY** - (parents, teachers, aides, bus drivers, patrols, etc.). Such obedience should be willing and immediate.
2. **RESPONSIBILITY** - in doing assigned or expected tasks.
3. **RESPECT FOR OTHERS** - (students, teachers, and visitors) Students should learn to be quiet in class, raise their hands to speak, not interrupt others, walk while in the building and eat with proper manners.
4. **COOPERATION** - with others in playing and working.
5. **CLEANLINESS IN PERSON AND PROPERTY** - put all trash in trash cans, keep room and desk neat, dress neatly, and maintain good personal hygiene.
6. **TRUTHFULNESS AND HONESTY IN WORK AND LIFE** - this applies to all students and their school assignments.
7. **RESPECT FOR THE PROPERTY OF SCHOOL AND OTHERS.**
8. **PROMPTNESS** - in attendance and assignments.
9. **MORALLY GOOD CONDUCT** - at all times and in every situation.
10. **KINDNESS TO OTHERS** - it is unkind to tease, tell secrets, or make fun of others.

### **GRADE BOOK WIZZARD-**

Presently, parents of students in grades 5-8 may access their child's grades through our school web site ([www.smrschool.org](http://www.smrschool.org)) using Grade Book Wizard. Each parent is assigned a parent code and password for each of their

**child/children. This system may change...if it does, you will be notified in a separate flyer.**

**GRADUATION - Parents will be notified by the Eighth Grade Teacher and the Principal of the details for graduation.**

**HOMEWORK -**

Homework is essential for the full scholastic development of the child. Study and reading assignments are just as important as written assignments. Written homework is to be done neatly. The full heading is to be on the paper. (No nicknames).

Homework is given not as punishment, but to reinforce the skills taught in the classroom. This assigned work may be on the daily basis or in the form of long range projects. In some cases, the student from the upper grades may have some research work to be done that will require the use of the Library. We ask the parents to please cooperate with these out of the class assignments.

**Grades 3- 8 are required to use the regulation homework assignment book which is purchased at the school supply store.**

St. Mary's school web-site at [www.smrschool.org](http://www.smrschool.org) should be checked daily for homework assignments.

Students who are absent from school due to a family vacation are responsible for all work covered during that time. Teachers are not to prepare assignments ahead of time for the classes missed. Homework can be made up when a student returns from vacation. They will have the amount of time they were away to make up the missed work.

**SCHOOL POLICY ON THE MAXIMUM TIME ALLOTMENT FOR HOMEWORK IS AS FOLLOWS:**

<b>Grades 1 - 2</b>	<b>Grades 3 - 4 - 5</b>	<b>Grades 6 - 7 - 8</b>
1/2 hour	1 hour	1 1/2 hour

Not all children will complete their homework in the allotted time. Some may take more or less time.

Students taking accelerated subjects (grades 5 - 8) can expect increased time allotments for their grade level.

Allotted time for grades 3 - 8 does not include projects or long term reports.

No homework will be given on weekends and holidays, this excludes make-up assignments and does not include projects or long term reports.

**HONOR ROLL REQUIREMENTS -**

St. Mary's Regional School Honor Roll serves as an incentive by giving recognition to those students in grades 5 to 8 who excel in the areas of scholarship, leadership and personal and social growth. Honor Roll students along with students who receive awards for Christian character values, will be listed on the main bulletin board.

**Effort, Conduct, Personal**

<b>Classification</b>	<b>Academic Subject</b>
Principal's List	All A+'s (97-100(& A's (93-96) (B+(89-92) permitted if on advancedlevel)
First Honors	All A+(97-100), A's (93-96) & B+'s (89-92)

Second Honors                    A+'s (97-100), A's (93-96) , B+(89-92) & B's (85-88)

Effort Award                    Given for continued academic improvement

Any student receiving a "U" Unsatisfactory or is failing in a minor subject will not receive any honors.

#### **LIBRARY - AUDIO VISUAL CENTER -**

Our school library is open five days a week. Classes are scheduled every other week or weekly for each grade 2 through 8 at which time the student may browse and check books in and out. The Library is staffed with a certified librarian and an aide and is available to students once a week for research and study.

#### **LIBRARY REGULATIONS:**

1. Silence is to be observed in the library at all times.
2. Books may be taken out for two weeks.
3. Each student is personally responsible for books signed out in his/her name.
4. Damaged or lost books must be paid for by the student who is responsible.
5. There is a fine of \$.05 a school day for overdue books.
6. Reference books may not be taken out of the building at any time.

St. Mary's School is equipped with a fine Audio Visual Center. Among its machinery are: overhead projectors, filmstrip projectors, record players and cassette recorders, tape recorders, opaque projector, laminating machine, an Artwaxer, Ellison machine, VCR's, film viewers and listening posts. In addition, the school has an IBM compatible multimedia computer with over 90 installed programs, that can be wheeled to any classroom in the building and thereby connected to the Internet. This computer is equipped with an ink jet printer as well as a LCD panel which allows the teacher to project the computer image on a screen for classroom viewing.

Every classroom is equipped with SMART BOARD technology.

#### **LOST AND FOUND -**

Parents are reminded to clearly **mark sweaters, gloves, hats, ties, school supplies, lunch boxes, gym clothes, and any other articles your child may use in school.**

Valuable or precious items should not be brought to school. The administration and faculty cannot accept responsibility for loss or theft of such articles.

All items found should be turned into the school office. Students may claim lost articles during the activity period or after school. **ANY ITEM NOT CLAIMED WITHIN ONE MONTH WILL BE GIVEN TO CHARITY.**

#### **MEDICINE AND HEALTH INFORMATION -**

Before entering St. Mary's Regional School, every student must have a complete physical examination by their doctor and certification of up-to-date immunizations. A report should then be sent into school.

#### **1. MEDICINE**

It is the State law that we are **not** permitted to administer any kind of medication to any student. If a child requires medication during the school day (prescription or non-prescription), a written note from the doctor, along with written permission from the parent must accompany the medication. The medication must be in the original container with explicit instructions as to the time and quantity to be given.

All medication must be brought to and from school by the parent/guardian, properly labeled, and in the original pharmacy container. Medication will be dispensed by the school nurses and will be kept in the school clinic. Children are not permitted to carry medication on their person, in their bookbags, lunch boxes, or keep it in their desks. If the school nurse is unavailable at the school, the principal will designate an individual to dispense the medicine. Cough drops are permitted in the classroom, with a note to the teacher.

## **2. EMERGENCIES**

In the event of any emergency of a serious nature, illness or otherwise, the parent is notified immediately. Therefore, it is **very important** that we have a number where you can be reached. **PLEASE KEEP YOUR CHILD'S EMERGENCY CARD UP TO DATE!** Notify the office if you have a change of phone number, address, or change in employment.

**Please notify the school if your child has any physical conditions which might require immediate attention such as heart trouble, severe allergic reaction, diabetes, asthma, etc.**

### **PARENT - SCHOOL COMMUNICATION -**

An envelope will be sent home to the oldest child weekly. A monthly calendar will be posted on the school website for the first of each month. Events will be reported in order to keep you informed concerning points of interest.

It is very important that all forms and notices sent home be read carefully and filled out. Promptness in returning forms is absolutely necessary. The weekly envelope is to be signed where indicated, by the child's guardian, and returned the following day. Parents can contact the school office or principal through the school's web page.

### **PROMOTION -**

Promotion to the next grade level depends on successful completion of all subject areas. The administration may recommend the repetition of a level or tutoring when, after conferences with teachers and parents, it is believed that the student will be better prepared academically or emotionally for the next level.

### **NON-SMOKING POLICY -**

Conclusive evidence proves that smoking is hazardous to one's health. Studies have also detailed the effects of "secondary smoke" (smoke inhaled by non-smokers in a smoke-filled environment.)

To insure the health and welfare of all concerned, smoking is prohibited in school buildings during the school day, also during the Latch Key Program, extra curricular activities, and parent-teacher functions.

### **PARENT CONFERENCES -**

Any teacher is willing to have a conference with the parents in regard to **their** child's progress or problem. The student is encouraged to be present at such a conference. Write a note to the teacher asking for an appointment at the teacher's convenience.

The faculty are not to be called to the phone or visited during school time unless it is an emergency. In such a case of emergency, the parent is to report to the school office first when entering the building and not to the teacher's classroom.

If there is a need to have a conference with more than one teacher, an appointment will be scheduled for you when it is requested.

Most teachers can be reached between 3:15 P.M. to 3:30 P.M. or through the school's web page.

### **PRAYERS -**

Students pray formally together four times during the school day. Morning prayer is said over the intercom. Students also pray before eating lunch and on their return from

recess before the afternoon session begins. The final prayer of the day occurs before dismissal. Prayer experiences may also occur before the beginning of classes and especially during Religion class.

Students are to take a respectful posture for prayer: hands must be folded and students are to face the crucifix. All other activities must cease at prayer time.

### **REGISTRATION/TRANSFERS -**

Parents are requested to apply in person for registration/transfer. All children admitted to the first grade must be six years of age by October 1st and all children admitted to Kindergarten must be 5 years of age by October 1st.

Baptismal Certificate, Birth Certificate, and the required health records are also needed at this time. A registration fee and an education fee per student are required as well.

Upon request, a transfer may be obtained. A note stating reasons for transfer is requested from parents. Tuition commitments are to be met prior to receiving a transfer.

### **REPORT CARDS -**

Report cards are issued four times during the school year to students in grades K to 8. The report card represents a composite of daily class work, homework assignments, special reports or projects, quizzes and tests.

### **SCHOOL BUS REGULATIONS -**

School busing is a privilege granted by the Board of Education - don't abuse it.

Students may be suspended from the bus for misbehavior. Transportation must be provided by the parent. The student is expected to attend school. Students who are reported by the bus drivers will be disciplined as follows:

1st offense - removal from the bus for 5 days.

2nd offense - removal from the bus for 10 days.

3rd offense - any more than 2 offenses will be handled by the superintendent.

The driver is in full charge of the bus at all times and his/her orders are to be obeyed.

**For insurance purposes and safety, no child is allowed to ride a bus that they are not assigned.** In case of necessity, you must contact your local transportation coordinator for permission, obtain a temporary bus pass, and then advise the school. Students from one district cannot ask permission to ride on a bus from another school district.

The following rules should be obeyed:

- Pupils should be at the designated stop five minutes before the scheduled bus arrival.
- EACH STUDENT MUST RIDE ONLY THE ASSIGNED BUS.
- Each student must conduct himself in a safe manner while waiting for the bus out of the line of traffic.
- Wait for the bus to come to a complete stop before getting on or off.
- Go directly to your assigned seat and keep seated until it is time to be discharged from the bus.
- Open windows only by permission of the driver.
- Keep hands and head inside the bus at all times.
- Do not eat while riding on the bus.
- Students are expected to conduct themselves properly while on the bus. This means talking in a conversational tone (no singing or loud talking) so as not to cause confusion and divert the driver's attention, being seated at all times, no playing or "fooling around", no throwing of things, being courteous to fellow students

- and driver.
- Place nothing in the aisle.
  - There is to be absolute quiet approaching a railroad crossing stop.
  - Do not tamper with the bus or any equipment. Any damage done must be paid for by the offender.
  - OUR RESPONSIBILITY IS TO GET STUDENTS TO THEIR HOME ON THEIR ASSIGNED BUSES. NO ONE MAY RIDE ON A BUS TO WHICH HE IS NOT ASSIGNED.
  - Students who must cross the highway to reach home shall cross in front of the stopped bus at the signal of the bus driver.
  - In case of road emergency, students are to remain in the bus and leave only on permission of the bus driver.
  - ANY STUDENT NOT PLANNING TO RIDE ON HIS ASSIGNED BUS MUST HAND IN AT THE OFFICE A WRITTEN NOTE.

### **SCHOOL POLICY ON ACTIVITIES -**

All participants in St. Mary's Sports Program (cheerleading, soccer, basketball, track and field) acceptance of Student Council Office, and all other extracurricular activities will be determined by **ACADEMIC AND DISCIPLINARY** standards. Specific guidelines have been provided for each student and a Contract of Obligation should be signed by each participant.

In addition, any student not meeting the academic and/or disciplinary standards will first be placed on probation and have one marking period to improve their grades and/or behavior.

### **SCHOOL SUPPLIES -**

Stationery supplies such as copybooks, theme tablets, rulers, pens, pencils, erasers, folders, crayons, bookbags, etc., may be purchased at the school during activity period from 8:45 to 8:55 a.m. on Tuesday and Thursday.

No "White Out" is allowed. Binders or Trapper Keepers are permitted in Grades 6 to 8.

### **SPORTS -**

Any student who participates in a sport has a personal obligation to the coach and his/her teammates. He/she should be present at practices and games and if unable to attend, he/she should inform the coach personally of the reason for their absence. The student should be serious, committed and loyal to the team and coach giving their attention and using their abilities and talents to the fullest extent. Sportsmanship should be a value to them not only toward their teammates, but to opposing coaches and players as well. Their language and attitude should be an example of their seriousness and commitment. Every player must first be a student, therefore, study and acceptable grades are most important to you.

### **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES-**

Any St. Mary's students in Grades 5 through 8<sup>th</sup> participating in any extra curricular activity (not including after school clubs) must be working up to potential, keeping grades stable, trying their best and keeping up their homework. The students must also maintain a display of appropriate behavior while at school and while participating in the extra curricular activity.

Students and parents/guardians will be given fair warnings if the grades are not up to potential and/or if behavior is not displayed in an appropriate manner.

When a student has been warned of his/her ineligibility, a notice is sent home to the parent/guardian. The student may attend practices and participate in extra-curricular activities during this time. After 2 weeks, the grades/and or behavior will be reviewed by the teacher and/or principal. If improvement is not shown, the student and parent will be notified and his/her ineligibility to participate in extra-curricular for a 2 week period. After this 2 week period, the situation is reviewed. If there is a problem with grades or behavior, the administration will notify the activity sponsor for all non-athletic events. For team sports the administrator will contact the athletic director who in turn will notify coaches. If there is a problem with the behavior from a sponsor's or coach's standpoint, he/she should notify the athletic director.

#### **STUDENT BIRTHDAY PARTIES -**

For children's birthday parties, parents should notify the teacher at least **three days** in advance. One approved treat (such as cupcakes, rice krispies treats, cookies or popsicles) per child for grades K to 8th. Also, please send in napkins to accompany the treats.

#### **STUDENT PASSES -**

Since the school is liable by law for all students when they are under its jurisdiction, it is necessary that students be accounted for at all times. Therefore, passes signed by the teacher are necessary for the following situations:

1. For students who are in the halls during class periods.
2. For students who wish to see the Principal or any staff member.
3. For students who need to go to the office.
4. For students who must use the library during class periods other than those assigned by the Librarian.
5. For students who must return to the classroom during lunchtime.
6. For students using the lavatory outside of the classroom.

#### **STUDY HABITS -**

Students will hear much about ways and means to improve study habits during the course of the year. Just as laying a good foundation for a building is important so is a solid foundation in school work. This is based on good study habits. Listed below are suggestions which will help the students in improving their study habits:

1. Keep in good physical condition.
2. Maintain a schedule, allotting specific times for each subject.
3. Study in a quiet place where distractions are at a minimum (no TV, radio, CD or record player).
4. Pay attention at all times in class.
5. Collect all materials and supplies prior to beginning to study.
6. Write all assignments down while at school so one is perfectly clear on what his assignments are.
7. Students should ask questions if they have any doubts about what is required for their homework.
8. Students should ask the teacher to provide a sheet listing necessary requirements for completion of a research project, for example: number of pages required, illustrations or pictures necessary, bibliography required, due date, etc.
9. Hand assignments in on the date required. Assignments handed in late are

usually down-graded by the teacher.

10. Learn to work independently and by doing so, become self-reliant.
11. Do not disturb others in the classroom.

### **SUMMER SCHOOL POLICY -**

At the end of the school year, the average of all four quarter grades are computed. A student who fails to average a passing grade on any of the major subjects will be required to attend summer school or have private tutoring.

### **TARDINESS -**

Students who are late to school must bring a written excuse from the parent which explains the reason for being tardy. The student must report to the office and present the note to the secretary. A late pass will be issued for admission to the classroom. When a child is tardy, the parent must come into the school and sign the child in.

In the event that a bus is late, a student is not to be considered tardy, since it was through no fault of his/her own.

**New Lateness Policy: After being late three times for unexcused reasons, parents will receive a letter. After five unexcused latenesses, students will be asked to make time up after school.**

### **TELEPHONE -**

The telephone in the school office **MAY NOT BE USED BY STUDENTS**, except in an emergency, i.e. illness or accident.

#### **STUDENTS ARE NOT PERMITTED TO CALL HOME:**

1. For assignments, gym clothes or any other articles they have forgotten.
2. For permission to attend games or participate in any other extracurricular activities - arrangements for such activities should be made ahead of time.

NOTE: Forgotten articles may be brought to the school office at the discretion of the parents. Only emergency messages will be delivered to the students.

In case of necessity, the students may use the pay phone. A hall pass must be obtained from the teacher stating the reason for the use of the telephone.

**CELL PHONES WILL NOT BE PERMITTED IN SHOOOL.**

### **TUITION -**

St. Mary's Regional School has only three sources of income: tuition, parish subsidies, and fund raising. Tuition comprises 60% of the current revenue source, while 20% to 30% comes directly from Padre Pio Parish, and 10% to 15% from fund raising activities.

An initial tuition payment is due on or before August 1 of each school year. A student will not be permitted to attend opening day of classes if this initial tuition payment is not paid.

Parents must select one of the tuition payment plans and adhere to the appropriate due dates. All tuition accounts must be paid in full by March 15 of each school year. The acceptable form of payment on account after March 15 must be paid in the form of CASH, MONEY ORDER, or CERTIFIED CHECK- there are no exceptions. During the school year, we reserve the right to withhold the report card of any student if their tuition account is delinquent. St. Mary's Business Office will withhold academic records on any delinquent account at the end of the year. No student(s) will be permitted to re-register if any account with the school is delinquent. In addition, any student in eighth grade will not be allowed to graduate if their account with the school is not paid in full.

### **Financial Aid**

**It is the policy of St. Padre Pio Parish that you use your weekly collection envelope in order to determine if you and your family are attending Mass regularly. Mailed checks are recorded as such, with no indication of Mass attendance. Your financial support of our parish is very greatly appreciated; however your regular participation in the Eucharistic Celebration is most important.**

Financial aid applications are available throughout the school year. Contact the Principal if financial assistance is required.

### **TRIP Program**

TRIP (Tuition Reduction Incentive Program) is a 36 week fundraiser which runs from September to May. TRIP is a gift card/certificate program which are purchased from the Great Lakes Scrip Center as well as some local merchants. Families that participate receive equal value gift card/certificate for the cash paid. It is an even exchange<your cash/personal check=exact value in scrip certificate. Participating families are required to purchase one vendor minimum per week or four minimums per month. TRIP may be purchased weekly or monthly. Families that purchase in excess of the minimum weekly or monthly requirement are entitled to receive a tuition rebate the following school year. For further explanation, please contact the Advancement Office.