

# *Saint Mary School*



## *Family Handbook 2025-2026*

# SAINT MARY SCHOOL FAMILY HANDBOOK



*“Academically Excellent, Passionately Catholic”*

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538 Church Street Middletown,

New Jersey 07748

[www.saintmary.school](http://www.saintmary.school)

Main Office	732-671-0129, ext. 300
Student Services/Admissions	732-671-0129, ext. 307
Attendance/Transportation	732-671-0129, ext. 301
Tuition/Human Resources	732-671-0129, ext. 300
Religious Coordinator	732-671-0129, ext. 413
Athletics	732-671-0129, ext. 414
Nurse	732-671-0129, ext. 306
Computer Lab	732-671-0129, ext. 310
Center for Achievement	732-671-0129, ext. 302



# *A Student's Prayer*

ST THOMAS AQUINAS

Come, Holy Spirit, Divine Creator,  
true source of light and fountain of wisdom!  
Pour forth your brilliance upon my dense intellect,  
dissipate the darkness which covers me,  
that of sin and of ignorance.

Grant me a penetrating mind to understand,  
a retentive memory,  
method and ease in learning,  
the lucidity to comprehend,  
and abundant grace in expressing myself.

Guide the beginning of my work,  
direct its progress,  
and bring it to successful completion.  
This I ask through Jesus Christ,  
true God and true man,  
living and reigning with You and the Father,  
forever and ever.

*Amen.*

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## OUR SCHOLAR'S PLEDGE

*I pledge to seek the truth and to love all that is good and beautiful. I will strive to achieve clarity of thought, nobility of character, and purity of heart. Therefore, I will pursue my education with diligence, humility, and honor, embracing excellence and renouncing mediocrity. I will assume responsibility for my actions. I will treat my peers and my teachers with the utmost dignity and respect. And I will aspire above all to wisdom and to a life of wisdom and to a life of faith, hope, and charity, so that I might fulfill my destiny as a Child of God.*

## ADMINISTRATION

Pastor of St. Mary Parish/School Director.....	Fr. Jeffrey Kegley
President.....	Mr. Craig Palmer
Head of School.....	Mr. Jeff Johnson
Assistant Head of School/Classical Education Coordinator.....	Mr. Patrick Mullen
Early Childhood Director.....	Mrs. Ellen Horwath
School Counselor .....	Ms. Katie Anderson
Assistant Administrator.....	Mrs. Jennifer Bumbico
Athletic Director .....	Mrs. Jennifer Fialo
Transportation/Attendance/Extended Day Coordinator.....	Mrs. Maryanne Hemhauser
Human Resources/Tuition Officer.....	Mrs. Jennifer Fialo
Business Manager /School Bursar.....	Mr. Jack Kurkemelis

## DISCLAIMER

The administrator/principal reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion. The principal will notify parents of changes that are made in school policy. The principal reserves the right to issue the final interpretation of all school rules and policies.

Any action or comment that is viewed as scandalous or detrimental to the school, its students, the operation of the school or the reputation of the school in the community is subject to the

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school's disciplinary code, whether or not such actions or comments occur on school grounds, the internet or during the school day.

## INTRODUCTION

Saint Mary School is accredited by Cognia and is a member of the National Catholic Education Association. Saint Mary School has completed 70 years of service to the people of Middletown Township and the surrounding communities. The school continues to fulfill the vision of its founder, Monsignor Robert T. Bulman, as it offers to area youth the opportunity to receive a Catholic education in the Catholic Liberal Arts tradition. With the start of a new school year, we ask God's blessing on all of us as we work together in developing the potential of our youth. Saint Mary may add, change, or delete aspects of the handbook during the school year if warranted by the Administration.

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*“Prepare for life with seriousness and diligence. Always remember that only if one builds, as Saint Paul says, on the foundation, which is Jesus Christ, will one be able to construct something really great and lasting. With the liveliness that is characteristic of your age, with the generous enthusiasm of your young hearts, walk towards Christ. He alone is the solution to all your problems. He alone is the way, the truth, and the life; He alone is the real salvation of the world; He alone is the hope of mankind.”*

Pope St. John Paul II  
Speech to Children, Guadalajara, Mexico

## MISSION STATEMENT

Under the patronage of Mary, the Mother of God, the mission of Saint Mary Catholic Classical School is to support parents in their role as the primary educators of their children. Our rigorous classical training draws out of students their natural desire for wisdom and virtue. By fostering a love for truth, beauty, and goodness, we seek to form disciples of Jesus Christ, set free to realize their full potential by living joyfully in accordance with the truth revealed by God through nature and the Catholic Church.

## THE VISION OF SAINT MARY SCHOOL

Saint Mary School contributes to a renaissance of the Catholic intellectual tradition and a renewal of the Catholic Church with on-fire, faithful families, strengthening our Church and Nation as a whole.

## SCHOOL PHILOSOPHY

We believe that Saint Mary School students are entitled to an excellent academic education provided in a caring atmosphere with Christian values. To assist us in meeting this goal, we must have a strong Catholic Identity, varying educational techniques, and active parental support. We strongly encourage parents to become involved in the life of the school, just as the school seeks to support the life of the family.

## CATHOLIC CULTURE

The student’s growth in faith is the central purpose for Saint Mary School. Students are challenged to achieve their highest potential. They are encouraged to live their faith in word and deed in their church and larger community.

## SCHOOL ADVISORY BOARD AND TEACHERS

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Saint Mary School Advisory Board Members and teachers are required to witness by their public behavior, actions, and words a life consistent with the teachings of the Catholic Church. They also recognize the importance of a classical liberal arts education, and advocate the Catholic position that the parents are the primary educator of the child.

## PARENT TEACHER ASSOCIATION (PTA)

The Saint Mary School Parent Teacher Association (PTA) is composed of dedicated parents and teachers who work together to enrich the Catholic culture of the broader school community. It does this inwardly, by being a vehicle for service and fundraising for the school and outwardly, by providing opportunities for family faith formation and community building. In doing this, the SMS PTA provides an example for our students that together we can make a difference for good in our community.

The SMS PTA operates in an atmosphere of trust and cooperation with the school in consideration of respect of the distinctive qualities, talents, abilities, and needs of each person. PTA members should feel empowered through the organization to articulate questions, concerns, or issues with the school from its members to the principal and, if needed, to the SMS Board through its own President, who sits as its representative, on the Board.

## PARENT-TEACHER ASSOCIATION (PTA) GOALS

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

Membership: Each family is a member of the PTA.

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

Other activities: Each year the PTA also involves itself in a variety of social and fundraising activities. For example: dances, activity day, athletic events, craft shows, etc. Your active interest and involvement as parents in the activities of the PTA is required and appreciated.

*“That they all may be one, as thou, Father, in me, and I in thee; that they also may be one in us; that the world may believe that thou hast sent me.” John 17:21*

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## STUDENTS

Saint Mary School aims at inspiring its students to become faithful, virtuous, and intelligent disciples of Jesus Christ, who seek to embrace the True, the Good, and the Beautiful. Such a goal is essential to a school that models itself in the Catholic tradition, for catholicity involves the response of wonder at the recognition that all that is true, good, or beautiful is of God and, indeed, is a manifestation of one or another aspect of God's nature. The integration of faith, virtue, and reason that we seek to achieve in our school's curriculum finds its attestation – so we prayerfully hope – in the lives of our students. With respect to faith, we seek to set before students the Tradition in the embrace of which they may journey toward their ultimate end—Beatitude with God.

With respect to intellectual virtue, far more important than students merely fostering intellectual ability is promoting the desire to understand, a willingness to face challenging questions, and a tenacious diligence in the pursuit of learning. With respect to moral virtue, we encourage students to acquire the Cardinal Virtues, enlivened by the Theological Virtues, through engagement in co-curricular activities, charitable acts of mercy, and in the pursuit of the common good in the public square. Saint Mary School aims to introduce young men and women to the Great Conversation, a conversation informed by familiarity with the great ideas and the perennial debates that swirl about them. Our graduates will have begun the intellectual journey in which they gain insight into first principles, learn how to express themselves logically and eloquently, and acquire an integrated body of knowledge. They will therefore be preparing a solid foundation upon which to build their lives and go into the world pursuing faithfully, boldly, and charitably vocations that serve Christ and His Church.

## PARENTS

Parents, the primary educators of their children, establish a partnership with Saint Mary School when they choose our institution. This choice implies that parents trust and support the school in her mission, goals, curriculum, and forms of teaching and discipline. When issues arise, parents are expected to seek resolution of them in orderly, charitable ways, collaborating with the school's administration and faculty. Only when parents and the school truly work as a team can the formation of young men and women be successful. Parents typically contribute to this

formation at home, where they can make their homes to be environments supportive of the habits of faith, sound moral character, and intellectual culture. Parents who send their children to school are not absolved from their responsibility to teach their children the Faith:

*“Education in the faith by the parents should begin in the child's earliest years. This already happens when family members help one another to grow in faith by the witness of a Christian life in keeping with the Gospel. Family catechesis precedes, accompanies and enriches other forms of instruction in the faith.*

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*Parents have the mission of teaching their children to pray and to discover their vocation as children of God."*

Catechism of the Catholic Church, 2226. 13 Educating Young People in Justice and Peace (Message of His Holiness Pope Benedict XVI for the Celebration of the World Day of Peace, January 1, 2012).

Likewise, it is expected that parents oversee the academic progress of their children by aiding them in school studies, organization, and general habits of personal and academic responsibility. Of great importance, too, is parental attendance at school events and volunteering to work at school activities. Parents contribute to their child's formation at school when they assume that the faculty and administration will act in good faith and when they initiate communication about their own needs and concerns — and rightly hold the school accountable for a timely, appropriate response.

We are obliged to provide such a response, for we realize that parents remain the primary educators of their children and have the moral duty to guide their children towards responsible adulthood. **These commitments are reflected in the family-school agreement, which is included at the end of this Handbook. All families are expected to sign the agreement and return it to the school.**

## COURT ORDERS AFFECTING PARENTS

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

## FACULTY

The aim of the educational vision set forth in this document demands that Saint Mary School recruit and continuously form a faculty that fully embraces and bears witness to the unity of faith and reason, the Catholic understanding of the human person, to the authentic character of a liberal education, and to the school's particular mission. At all levels, members of such a faculty should be committed to the intellectual life in its fullest meaning with an enduring sense of wonder about God and His creation

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and with a habitual desire for the attainment of wisdom — that is, the intellectual, emotional, and artistic maturation of the human person. They must have a Catholic mind and heart and a desire to cultivate Catholicity in the school's students. As Pope Benedict XVI writes:

*“Education is the most interesting and difficult adventure in life. Educating—from the Latin educere—means leading young people to move beyond themselves and introducing them to reality, towards a fullness that leads to growth. This process is fostered by the encounter of two freedoms, that of adults and that of the young. It calls for responsibility on the part of the learners, who must be open to being led to the knowledge of reality, and on the part of educators, who must be ready to give of themselves. For this reason, today more than ever we need authentic witnesses, and not simply people who parcel out rules and facts; we need witnesses capable of seeing farther than others because their life is so much broader. A witness is someone who first lives the life that he proposes to others.”*

Teachers at Saint Mary School endeavor to invite students into a world of mature faith, conversation, and behavior, a world that should daily be obvious to our students as they observe their tutors engaged in an ongoing pursuit of wisdom, marked by an integration of faith and reason to which the students are also summoned. The integration sought should not be that of an individual tutor, but of a fellowship of tutors in mutual communication and collaboration, for together we see farther than we do alone. The success of our school requires that the members of the faculty broaden their lives to each other, and that they seek the unity of a shared educational pursuit characterized by charity. To confirm these ends, tutors at Saint Mary School are expected to sign a witness statement that is on file with the school.

### SCHOOL MOTTO

“Academically Excellent, Passionately Catholic”

### SCHOOL COLORS

Navy Blue and Victory Gold

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## SCHOOL MASCOT/NICKNAME

Saint Michael/"The Saints"

## SCHOOL SONG

### "The Bells of St. Mary's"

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

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

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

Words: Saint Mary School

Music: A. Emmett Adams

Arranged: Angela Brummert

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## GENERAL INFORMATION

### STATEMENT ON BIAS AND PREJUDICE

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

### ADMISSIONS

Current students of Saint 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 Saint Mary, who show evidence of questionable behavior and academic patterns will be evaluated for re-registration at the end of the academic year.**

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

Kindergarten students must be five years old by October 1st. All new students must present a certificate of birth and sacramental received, and a health record of immunizations and diseases. If a student is transferring from another elementary school, Saint 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, STAR). There is a non-refundable processing fee for each child. An appointment with the guidance counselor is required for transferring students.

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. If a student is withdrawn from the Saint Mary School, the tuition amount due Saint Mary School will be based on a ten-month basis. For example, if a student is withdrawn in December, four-tenths of the total will be due.

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents

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and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly. If a parent transfers a student from St. Mary School due to philosophical differences between the parent and St. Mary School, that student will not be readmitted to Saint Mary School.

### FINANCIAL OBLIGATION

Each year, families submit and sign a tuition agreement with Saint Mary School. If during the school year, the terms of the tuition agreement are not met, and no specific arrangements for payment have been made with the tuition officer or bursar, then the terms and conditions of the **Saint Mary School Tuition Contract will apply**. In addition, the following shall apply:

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

### TUITION and FEES

There are several options for paying tuition:

1. All families will be required to register and pay tuition through FACTS.
2. Join FACTS Tuition Management Plan with an option of automatic bank account deduction, monthly invoicing, or credit card payment (Amex, Discover or Mastercard)
3. Parents may elect to pay the tuition in full, twice a year, or monthly.

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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 from FACTS and the school. 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 tuition officer and/or bursar prior to payments becoming delinquent.

### Other Fees:

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

Registration	\$125 for single child/ \$250 per family <b>NON-REFUNDABLE.</b>
Kindergarten/PreK Fee	\$210.00 per child
8 <sup>th</sup> Grade Graduation Fee	\$250.00 (approximate) per child
Pre-K Tuition-	5 Full Day - \$7,500 per child
Kindergarten to Grade 8	\$7,500 per child
FACTS Late Fee:	\$40.00
Return Check Fee:	Bank Fee

## ATTENDANCE

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

Regular and prompt attendance on school days is required of all students. The official school day begins at 7:55 am. **STUDENTS MAY NOT BE DROPPED OFF AT SCHOOL BEFORE 7:15 AM** as professional supervision is not available.

Frequent absences will warrant a phone call, a letter, and parent conference with the Administration. Excessive absences may cause retention.

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

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## ABSENCE NOTIFICATION PROCEDURES

The Parents must notify the school office:

1. before 9:00 AM the reason for their child's absence.
2. when their child has any communicable disease, infection, or infestation.
3. when their child is hospitalized or suffering from any prolonged illness.  
If a phone call is not received by 9:00 A.M., office personnel will call the student's parent or designated emergency contact to verify the 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. In the event of an absence being due to either reason #2 or #3 above, a doctor's note clearing the student to return to school is required.**

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 to gather the assignments and books. Missed work will be sent home after the second day of absence. After returning to school from an excused absence, the student is allowed the same number of days he/she was absent for make-up of assignments. For an absence not included in the excused absence list, all missing work is due upon the student's return to school.

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.

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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 unhealthy to the students and staff.

If there is a change in the way a student is ordinarily dismissed, a written request must be submitted to the office no later than 1:00 PM on the day of the change in procedure. For extended absences of ten consecutive school days due to illness or injury, home tutoring is available through the Monmouth-Ocean Educational Services Commission (Form 407-1). The application for home instruction may be obtained from the School Counselor. After an extended absence, the student must present written documentation from his/her certified medical doctor before being allowed to return to school.

Vacations during the school year are unexcused absences. Parents are expected to assume the total responsibility for the educational needs of a student on vacation during the school year, and student work is due upon student return.

- **Student absences cannot exceed 18 per year without having an attendance meeting with school administration.**

### TARDY POLICY

Students are considered tardy if they are not in the school building by the 7:55 am bell. Students who arrive after 7:55 must report to the office for a late pass.

### EARLY DISMISSAL OF STUDENTS

Parents are asked not to request that children be excused during school hours for medical appointments unless it is unavoidable. If 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 made to the school office and classroom teacher no later than 8:30 AM the morning of the appointment.
3. All early dismissal notes must be submitted to the office and will be kept on file by the child's homeroom teacher.
4. NO student will be dismissed between 2:05 pm and 2:25 pm without a note submitted

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to the homeroom teacher by 8:30 am that day. Dismissing students between 2:05 pm and 2:25 pm is disruptive to both the classrooms and the main office.

### EMERGENCY CARDS

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

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

### EMERGENCY ALERT SYSTEM

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

School Messenger is an essential tool for notification and communication. Within minutes of an emergency, school officials can use School Messenger to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, or pager in any combination.

Instant Alert can also be used to notify of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

It is the responsibility of the parents to register their contact information and preferences. High Alert messages (e.g. school closings) should be sent to all emergency numbers and contacts.

Please ensure that your contact information is updated and current.

### SCHOOL CLOSING

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

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

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

1. The School Messenger Alert system will be used.
2. At an emergency dismissal, the students will be sent home the usual way to which he/she is accustomed. For example, if the student rides the bus, bus transportation will be provided. If the student is a walker or is usually picked up, they will be escorted by a teacher to the Mater Dei Prep or Church Street area. **Students will be returned to the Main Office if there is no one to pick them up.** We will attempt to contact the 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 a weather emergency, please pick up your child as soon as possible.
4. **The parent must call the school if a student is to be dismissed other than the way he/she usually goes home.** If school is closed due to a weather emergency, **ALL SCHOOL ACTIVITIES ARE CANCELLED.**

### EMERGENCY DRILLS

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

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## DELAYED OPENING

If the Middletown Township Public Schools have a delayed opening, Saint Mary School will follow that procedure. For example, if there is a 90-minute delay, then our emergency delayed opening time is 9:25 AM. Buses will also arrive two hours later for pick-ups on delayed-opening emergency days. If we have a 90-minute delayed opening on a scheduled half day, our dismissal will be extended until 2:25 PM.

## 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. Student responsibility is a part of a student's formation at Saint Mary School. If a student forgets his/her lunch, gym clothes, books, etc., the items may be dropped off in the Main Office. 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. If items need to be dropped off more than occasionally, a meeting between the parents and administration may be required to address the issue.

## CURRICULUM

Saint Mary School provides a liberal arts education for children in a Christ-centered environment. Using the classical method, the order to our world is stressed in everything we do and throughout all the subjects our students study. Our children learn *how* to learn, acquiring the tools of learning which make this possible. Respecting the classical trivium, we strive to feed the soul as well as the intellect. Children respond

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beautifully to this approach to learning, quickly becoming people who love to learn. Saint Mary School takes seriously our call to form “saints and scholars.”

## GRADES

Grades are based on the quality of work a student performs in the classroom, on homework, on tests, etc. The school year is divided into three trimesters. Report cards are available online each trimester. The final report card is mailed in June. Parents have access to the parent portal for the on-line gradebook. The Diocese of Trenton will provide log in and password information at the start of the school year.

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

## MIDDLE SCHOOL GRADING STANDARDS

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

## GRADING SYSTEM

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

A = 92.5-100  
B = 84.5-92.4  
C = 75.5-84.4  
D = 69.5-75.4  
F = 0-69.4

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

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## GENESIS / Parent Portal

Genesis is designed to link grade K-8 parents and the school together via the Internet. It enables parents to access their child's current academic progress. Email capability is also provided for improved communication between parents and the school. All parents are **strongly encouraged** to register with Saint Mary School for access to Genesis.

## HOMEWORK ASSIGNMENTS

When a student is absent from school, parents may consult the individual teacher's Schoology/Class DOJO for assignments. Homework is due on the due date. A student will have the number of days they were out of school to make up assignments for excused absences only. Students are encouraged to have a fellow student who is a friend/neighbor collect homework assignments and books for them while they are ill. After the **second day** of absence, again check Schoology/Class DOJO for assignments, then request work from a teacher.

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

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

Grades 1 - 2 10 to 20 minutes

Grades 3 - 4 30 to 45 minutes

Grades 5 - 6 1 to 1 ½ hours

Grades 7 - 8 1 ½ to 2 hours

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

# SAINT MARY SCHOOL FAMILY HANDBOOK

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

1. reinforce a lesson or concept.
2. perform on an individualized basis; and,
3. establish and develop solid work/study habits.

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

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

As mentioned prior, 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. At least 24 hours' notice must be given to gather the assignments and books.

**NO HOMEWORK WILL BE COLLECTED AT THE OFFICE FOR ONE DAY ABSENCE.**

## ACHIEVEMENT TESTS

Mr. Patrick Mullen – Vice Principal, School Testing Coordinator

Tests are administered as follows:

Fall Semester: Grades 2-8 Renaissance Star Assessment

- Testing Window October 13-23, 2025

Winter Semester: Grades 2-8 Renaissance Star Assessment

- Testing Window January 12-30, 2026

Spring Semester: Grades 2-8 Renaissance Star Assessment

- Testing Window April 20-May 8, 2026

# SAINT MARY SCHOOL FAMILY HANDBOOK

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

## MIDDLE SCHOOL TRACKING CRITERIA

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

- Trimester Grades (3)
- Standardized Test Scores
- End – of – Year Assessment

All placements are made based upon quantitative data alone, with the goal of having all students experience academic success and progress at the appropriate pace.

## HONOR ROLL

The Honor Roll is determined by Trimester grades and is for students in grades 6-8. In order to achieve High Honors, students must have an overall average of 93 or higher in all core subject areas. In order to achieve Honors, students must have an overall average of 83-92 in all core subject areas. Students will be excluded from consideration for High Honors and Honor Role if they have a '1' or '2' in a specials subject and/or an 'N' in conduct.

Students who achieve Honor Roll or High Honors will be enrolled in the Saint Mary School Honor Society. Each trimester, those students enrolled will be recognized at an awards ceremony.

## SCHOLASTIC PROGRESS

The 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 and February. 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 may see upper- level teachers (Grades 5, 6, 7, 8) together to save

# SAINT MARY SCHOOL FAMILY HANDBOOK

time and to offer a comprehensive report regarding the student's progress.

## 2. Response to Intervention (RTI):

Saint Mary School began using the highly successful practices of RTI during the 2021-2022 school year. The goal of RTI is improvement of student achievement using a collaborative (student, teacher, parent, support staff) approach. It is based on high quality classroom instruction, continuous monitoring of student progress, implementation of research-based interventions if a child is having academic/behavioral difficulty and monitoring of interventions until success is restored.

RTI has a three-tiered approach. Tier 1 provides universal support for all students to achieve success, both academically and behaviorally. This is a normal classroom environment. Tier 2 is the Targeted Intervention Level. If a child is having academic difficulty, behavioral issues or a sudden change in either of these aspects the RTI Team will meet to develop strategies to restore success. Parents, as the ones who know the child best, will often be part of strategy development at this level. Most students respond to the interventions of Tier 2 and continue the path of success. However, some students need greater assistance, and this is when Tier 3 is used. Tier 3 addresses the long-term needs of a child. Individual support and interventions will be developed with an emphasis on regular, intensive progress monitoring of the child's performance. If it is felt to be beneficial, the team will request the services of the Monmouth Ocean Educational Service Commission to assist in the Intervention process.

## 3. Informal Conferences:

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

## 4. Promotion:

The general policy of Saint Mary School is that students are promoted upon the recommendation of the teacher and the principal. 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 or an approved remediation program 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 Saint Mary School.

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

# SAINT MARY SCHOOL FAMILY HANDBOOK

## STUDENT SERVICES

Phone- (732) 671- 0129 ext. 307  
Ms. Katie Anderson – School Counselor

The School Counselor is available to meet with students to assist them to meet any challenges that are presented to them, academically, socially, and emotionally.

Conferences between the student and the counselor may be held periodically. A student or parent may request a conference at any time. Parents are encouraged to schedule appointments by calling Student Services at 732.671.0129 x307. Various materials are maintained in the Student Services Office to assist students and parents.

## CENTER FOR ACHIEVEMENT

Phone: (732) 671-0129 ext. 317  
Ms. Madelene McCoy – Lead Teacher  
Ms. Seton Rogers  
Mrs. Kathy Soranno

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

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

## CHRISTIAN SERVICE

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

## SAINT MARY SCHOOL FAMILY HANDBOOK

Students in 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade will be required to perform community service for the parish, community, and/or school during their years at Saint Mary. Mrs. Marchak will oversee students' Christian Service hours. The requirements are as follows:

- 6<sup>th</sup> Grade 10 hours
- 7<sup>th</sup> Grade 20 hours
- 8<sup>th</sup> Grade 30 hours

Missionary Childhood Association (MCA): Students support the Catholic missions through the collection of money for the MCA. The school does not permit the collection of any other monies without first obtaining permission from SMS administration.

### STUDENT ACTIVITIES, ATHLETICS, ORGANIZATIONS AND CLUBS

A diversified program is offered for both boys and girls. The program includes sports, clubs, theater, music etc.

**Participation in extra-curricular programs is a privilege which may be revoked by the Administration for academic and/or behavioral reasons.**

**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. Students may **NOT** participate in any extra-curricular events if they are absent from school for an "unexcused" reason.

### FIELD TRIPS

All field trips are academic and/or spiritual in nature, and are aligned with grade level curriculum. A signed permission slip must be filled out for a student to participate in a field trip. Teachers and Administration have the right to prohibit a student from participating in a field trip when circumstances warrant. Parents are asked not to bring others along, including siblings, when they are chaperoning.

Students are expected to observe the highest standards of conduct and to dress appropriately. Chaperones are the designated class parents of each homeroom.

# SAINT MARY SCHOOL FAMILY HANDBOOK

Chaperones are not permitted to bring younger siblings with them on field trips. **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. Participation in field trips will be at the discretion of the administration and teachers.

## DISCIPLINE CODE

### **Philosophy of Discipline**

The purpose of a discipline code within Catholic Education goes well beyond defining a set of rules, consequences, and punishments. Rather, when formulating a discipline code Catholic Schools take their guidance from the etymology of the word "discipline" itself. The word comes from the Latin verb "discere" which means "to learn." Discipline, therefore, is more about *learning* appropriate behavior than it is about prescribing punishment. Interestingly, another word that shares the same Latin root is "disciple," which means "one who learns."

The discipline code below is a form of external discipline that identifies inappropriate behaviors and pairs them with consequences that, when adhered to harmoniously between school and family, aim to teach right behavior. In this form of discipline, children learn correct behavior from a source outside themselves, i.e, teachers, principals, coaches, and/or parents. At a certain age when the external source of discipline has been internalized, children move into a stage of self-discipline, guiding their own behavioral development. The end goal of our discipline code is to graduate students who have internalized our behavioral expectations and have become capable of governing their own behavior in such a way that they are enabled to build healthy relationships marked by trust and respect. Even further, we hope that what we have instilled in our students will enable them to become disciples of Christ who devote their lives in loving service to others.

### **Parent Involvement**

As the primary educators of their children, parents play an indispensable role in their development. When a student's behavior breaks the Discipline Code, the school, through the teachers and/or the Head of School, will communicate the nature of the infraction as well as any consequence. In order for a student to learn fully from the experience, it is essential that parents reinforce the school's actions.

In cases where more focused attention is needed due to excessive student behavior, the administrative staff will work with parents to develop an intervention strategy to help address the behavior. See the Expulsion section for when such intervention strategies are unsuccessful.

### **Scope and Application of the Discipline Code**

The Discipline Code will be in effect while students are on the bus, while students are in school, and when students attend any school sanctioned function.

Consequences may vary depending on a student's developmental stage as well as the frequency and/or severity of the infraction. All student Discipline Code matters will be handled on an individual basis and

# SAINT MARY SCHOOL FAMILY HANDBOOK

administrative discretion will be used when determining the appropriate consequence.

Many of the infractions will be handled by the teacher within the classroom. It is only when these infractions become persistent or severe in nature that they may require further action and/or should be referred to the Head of School.

Consequences are cumulative and progressive, meaning that they do not have to result in behavior that occurs in one day. Rather, students who habitually display inappropriate behavior will receive progressively serious consequences.

## GRADE K-2 INFRACTIONS AND CONSEQUENCES

<b>Level 1 Infractions</b>	<b>Level 1 Consequences</b>
<ul style="list-style-type: none"><li>€ General<ul style="list-style-type: none"><li>☒ Inappropriate language</li><li>☒ Vulgar/inappropriate actions</li><li>☒ Damage to property</li><li>☒ Disrespectful behavior towards staff</li><li>☒ Dishonesty/stealing</li><li>☒ Running inside (unless in Gym class)</li><li>☒ Repeated tardiness</li><li>☒ Chewing gum</li><li>☒ Erratic/unpredictable behavior</li></ul></li><li>€ In the Classroom/Hallway<ul style="list-style-type: none"><li>☒ Disruptive behavior</li><li>☒ Pushing/shoving</li><li>☒ Refusal to complete work</li></ul></li><li>€ Cafeteria<ul style="list-style-type: none"><li>☒ Failure to clean up</li><li>☒ Touching others' food</li><li>☒ Running</li><li>☒ Screaming/yelling</li><li>☒ Horseplay</li></ul></li><li>€ Bathroom<ul style="list-style-type: none"><li>☒ Looking under stalls</li><li>☒ Climbing stalls</li><li>☒ Throwing paper towels</li><li>☒ Flooding sinks/toilets</li></ul></li><li>€ Recess/Playground<ul style="list-style-type: none"><li>☒ Pushing shoving</li><li>☒ Taunting</li><li>☒ Fighting</li></ul></li></ul>	<p>At the teacher's discretion, a student may receive any of the following consequences:</p> <ul style="list-style-type: none"><li>☒ Verbal warning</li><li>☒ Parent Notification from Teacher</li><li>☒ Parent notification from Head of School</li><li>☒ Reflective lunch or recess detention with Guidance Counselor</li><li>☒ Mandatory parent meeting with the Head of School and teacher.</li></ul> <p>At the Head of School's discretion, parents/guardians may be requested to pick up their child if the student's behavior significantly disrupts learning in the classroom and/or the behavior poses a danger or threat to the classroom environment.</p>

# SAINT MARY SCHOOL FAMILY HANDBOOK

<ul style="list-style-type: none"> <li>☞ Bad Sportsmanship</li> <li>☞ Throwing Objects</li> <li>☞ Going outside marked boundaries</li> </ul>	
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## GRADE 3-5 INFRACTIONS AND CONSEQUENCES

<p><b>Level 1 Infractions</b></p> <ul style="list-style-type: none"> <li>☞ General             <ul style="list-style-type: none"> <li>☞ Inappropriate language</li> <li>☞ Inappropriate actions</li> <li>☞ Disrespectful behavior towards staff</li> <li>☞ Running inside (unless in Gym class)</li> <li>☞ Repeated tardiness</li> <li>☞ Uniform violations</li> <li>☞ Damage to property</li> <li>☞ Chewing gum</li> </ul> </li> <li>☞ In the Classroom/Hallway             <ul style="list-style-type: none"> <li>☞ Disruptive behavior</li> <li>☞ Refusal to complete work</li> <li>☞ Use of non-instructional items that are a distraction (e.g., laser pointers, cameras, games, ear pods, etc.)</li> </ul> </li> <li>☞ Cafeteria             <ul style="list-style-type: none"> <li>☞ Failure to clean up</li> <li>☞ Touching others' food</li> <li>☞ Running</li> <li>☞ Screaming/yelling</li> <li>☞ Horseplay</li> </ul> </li> <li>☞ Recess/Playground             <ul style="list-style-type: none"> <li>☞ Taunting</li> <li>☞ Bad sportsmanship</li> <li>☞ Throwing objects</li> <li>☞ Going outside marked boundaries</li> </ul> </li> </ul>	<p><b>Level 1 Consequences</b></p> <p>At the teacher's discretion, a student may receive any of the following consequences:</p> <ul style="list-style-type: none"> <li>☞ Verbal warning by teacher</li> <li>☞ Parent notification by Teacher</li> <li>☞ Parent notification by Head of School</li> <li>☞ Lunch, recess, or after school detention</li> </ul>
<p><b>Level 2 Infractions</b></p> <ul style="list-style-type: none"> <li>☞ Four or more Level 1 infractions</li> </ul>	<p><b>Level 2 Consequences</b></p> <p>At the Head of School's discretion, a student may receive any of the following consequences:</p>

# SAINT MARY SCHOOL FAMILY HANDBOOK

<ul style="list-style-type: none"> <li>⊘ Verbally aggressive</li> <li>⊘ Physically aggressive</li> <li>⊘ Inappropriate displays of affection</li> <li>⊘ Use of profanity</li> <li>⊘ Damage to property</li> <li>⊘ Dishonesty/stealing</li> <li>⊘ Climbing bathroom stalls</li> <li>⊘ Throwing paper towels in bathroom</li> <li>⊘ Flooding sinks/toilets</li> <li>⊘ Looking under/over bathroom stalls</li> <li>⊘ Throwing objects at others</li> <li>⊘ Pushing/shoving</li> <li>⊘ Failure to report to lunch and/or after school detention</li> <li>⊘ Violations of Technology Acceptable Use Policy</li> <li>⊘ Violations of Cell phone/smart watch policy</li> <li>⊘ Using violent language</li> </ul>	<ul style="list-style-type: none"> <li>⊘ Verbal warning by Head of School</li> <li>⊘ Parent notification by Head of School</li> <li>⊘ Lunch, recess, or after school detention</li> <li>⊘ In school suspension</li> <li>⊘ 1-3 day out of school suspension</li> <li>⊘ Mandatory parent conference</li> </ul>
<p><b>Level 3 Infractions</b></p> <ul style="list-style-type: none"> <li>⊘ Fighting</li> <li>⊘ Actions of Harassment, intimidation, or bullying</li> <li>⊘ Hazing</li> <li>⊘ Making grave threats to others' safety</li> <li>⊘ Pulling the fire alarm</li> <li>⊘ Bringing a weapon to school</li> <li>⊘ Punching/kicking</li> <li>⊘ Making racial comments</li> </ul>	<p><b>Level 3 Consequences</b></p> <p>At the Head of School's discretion, a student may receive any of the following consequences:</p> <ul style="list-style-type: none"> <li>⊘ 3-7 day out of school suspension</li> <li>⊘ Mandatory parent conference</li> <li>⊘ Possible expulsion from school</li> </ul>

## GRADE 6-8 INFRACTIONS AND CONSEQUENCES

<p><b>Level 1 Infractions</b></p> <ul style="list-style-type: none"> <li>⊘ General             <ul style="list-style-type: none"> <li>⊘ Inappropriate language</li> <li>⊘ Inappropriate actions</li> <li>⊘ Disrespectful behavior towards staff</li> <li>⊘ Running inside (unless in Gym class)</li> </ul> </li> </ul>	<p><b>Level 1 Consequences</b></p> <p>At the teacher's discretion, a student may receive any of the following consequences:</p> <ul style="list-style-type: none"> <li>⊘ Verbal warning by teacher</li> <li>⊘ Parent notification by Teacher</li> <li>⊘ Parent notification by Head of School</li> <li>⊘ Lunch, recess, or after school detention</li> </ul>
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# SAINT MARY SCHOOL FAMILY HANDBOOK

<ul style="list-style-type: none"> <li>☞ Repeated tardiness</li> <li>☞ Uniform violations</li> <li>☞ Damage to property</li> <li>☞ Chewing gum</li> <li>☞ In the Classroom/Hallway             <ul style="list-style-type: none"> <li>☞ Disruptive behavior</li> <li>☞ Refusal to complete work</li> <li>☞ Use of non-instructional items that are a distraction (e.g., laser pointers, cameras, games, ear pods, etc.)</li> </ul> </li> <li>☞ Cafeteria             <ul style="list-style-type: none"> <li>☞ Failure to clean up</li> <li>☞ Touching others' food</li> <li>☞ Running</li> <li>☞ Screaming/yelling</li> <li>☞ Horseplay</li> </ul> </li> <li>☞ Recess/Playground             <ul style="list-style-type: none"> <li>☞ Taunting</li> <li>☞ Bad sportsmanship</li> <li>☞ Throwing objects</li> <li>☞ Going outside marked boundaries</li> </ul> </li> </ul>	
<p><b>Level 2 Infractions</b></p> <ul style="list-style-type: none"> <li>☞ Four or more Level 1 infractions</li> <li>☞ Verbally aggressive</li> <li>☞ Physically aggressive</li> <li>☞ Inappropriate displays of affection</li> <li>☞ Use of profanity/vulgar gestures</li> <li>☞ Use of violent language</li> <li>☞ Teasing/mocking/discourteous behaviors or language directed towards others</li> <li>☞ Retaliation</li> <li>☞ Damage to property</li> <li>☞ Dishonesty/stealing</li> <li>☞ Climbing bathroom stalls</li> <li>☞ Looking under/over bathroom stalls</li> <li>☞ Throwing paper towels in bathroom</li> <li>☞ Flooding sinks/toilets</li> <li>☞ Throwing objects at others</li> <li>☞ Pushing/shoving</li> <li>☞ Failure to report to lunch and/or after school</li> </ul>	<p><b>Level 2 Consequences</b></p> <p>At the Head of School's discretion, a student may receive any of the following consequences:</p> <ul style="list-style-type: none"> <li>☞ Verbal warning by Head of School</li> <li>☞ Parent notification by Head of School</li> <li>☞ Lunch, recess, or after school detention</li> <li>☞ In school suspension</li> <li>☞ 1-3 day out of school suspension</li> <li>☞ Mandatory parent conference</li> </ul>

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<ul style="list-style-type: none"> <li>detention</li> <li>⊘ Plagiarism</li> <li>⊘ Violations of Technology Acceptable Use Policy</li> <li>⊘ Cell phone/smart watch violations</li> </ul>	
<p><b>Level 3 Infractions</b></p> <ul style="list-style-type: none"> <li>⊘ Fighting</li> <li>⊘ Actions of Harassment, intimidation, or bullying</li> <li>⊘ Hazing</li> <li>⊘ Making grave threats to others' safety</li> <li>⊘ Pulling the fire alarm</li> <li>⊘ Bringing a weapon to school</li> <li>⊘ Possession or use of controlled substance in school</li> <li>⊘ Punching/kicking</li> <li>⊘ Making racial comments</li> </ul>	<p><b>Level 3 Consequences</b></p> <p>At the Head of School's discretion, a student may receive any of the following consequences:</p> <ul style="list-style-type: none"> <li>⊘ 3-7 day out of school suspension</li> <li>⊘ Mandatory parent conference</li> <li>⊘ Possible expulsion from school</li> </ul>

### **Cell Phone and Smart Watch Policy**

In an effort to maintain an optimal learning environment for all students, to ensure everyone's safety, and to limit distractions, all cell phones and smart watches must remain in students' backpacks during the school day from the time they enter the building until the dismissal process has ended and students have been picked up from school. Cell phones and smart watches must be fully powered off while in the building, including during dismissal and while waiting to load the bus or be picked up by a guardian. Students who participate in After Care Club must keep their cell phones and smart watches turned off in their backpacks. In the event that communication between a parent and child is required, parents are directed to call the Main Office, Guidance Office, or Nurse. Students are permitted to use school phones to contact their parents. Cell phone and smart watch violations are considered Level 2 Infractions and will receive Level 2 Consequences.

## SAINT MARY SCHOOL HIB POLICY

### **Definition of Discrimination, Harassment, Intimidation and Bullying**

Discrimination, harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal, or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student's physical or emotional well-being or with the operation of the school. Harassment, intimidation, and bullying

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are serious incidents that amount to more than annoyances, disagreements or disputes typical of a particular age group.

## **Retaliation**

Retaliation for reports of harassment, intimidation and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

### **Reporting Incidents of Discrimination, Harassment, Intimidation and Bullying**

School personnel or individuals, (i.e., parents and students) who become aware of conduct that may violate the school's anti-harassment policy are to report the incident to the principal or his/her designee within a school day.

## **Resolving Complaints of Discrimination, Harassment, Intimidation and Bullying**

The school official designated to handle complaints under this policy may address the complaint of discrimination, harassment, intimidation, and/or bullying through an informal procedure. The informal procedure must maintain the hallmarks of fairness, which include: (1) prompt notice to the student(s) and their parent(s) of the charges; (2) an opportunity for students involved to present their accounts of the event; (3) conferences with the reporting person and any appropriate witnesses or school personnel; and (4) consideration of privacy interests of the students involved, particularly during the investigation process. If the incident is one which suggests suspension or expulsion, Diocesan Policy 5050.3, Suspension Policy, or Diocesan Policy 5050.4, Expulsion Policy, should be followed.

Confidentiality and privacy concerns are almost always implicated in situations involving complaints of discrimination, harassment, intimidation, and/or bullying. The school must balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process may only be shared on a "need-to-know" basis with those directly involved in the incident and investigation. Additionally, information may be shared with senior administration officials, including the superintendent and his/her designee.

A range of responses may address the complaint of discrimination, harassment, intimidation and/or bullying. The response will depend on the context and circumstances of each case. Counseling may also be recommended. Factors to consider in determining the appropriate disciplinary response include: age, developmental and maturity levels of the students involved degree of harm nature and severity of the conduct history or pattern of behavior relationship between students involved. Remedial measures may also be appropriate. Examples of remedial measures include changing class assignments or schedules where possible, counseling, parent conferences, on-going monitoring of behavior, a behavior contract, and programming on relevant issues for the student body and parents. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when resolving a complaint of harassment, intimidation, and/or bullying.

## **Diocese of Trenton Catholic Schools Anti-Hazing Policy**

### **I. Policy Statement**

# SAINT MARY SCHOOL FAMILY HANDBOOK

The Diocese of Trenton is committed to maintaining school communities that are safe, inclusive, and grounded in the dignity of each person as created in the image of God. Hazing, in any form, is contrary to Catholic teaching and is strictly prohibited within all diocesan schools. This includes hazing that occurs on school grounds, at school-sponsored events, online or through social media platforms, or off-campus when connected to the school community. No student, teacher, coach, employee, or volunteer may engage in, condone, or ignore hazing activities. All reports of hazing will be taken seriously and addressed in accordance with applicable laws and diocesan policies.

## **II. Definition of Hazing**

In accordance with New Jersey's "Timothy J. Piazza's Law" (2022), *hazing* is defined as: "Knowingly or recklessly causing, coercing, or forcing another person to engage in conduct that places them at risk of bodily, emotional, or psychological harm for the purpose of initiating, affiliating, holding office, or maintaining status in a group, team, or organization."

Examples include but are not limited to:

- Physical abuse (e.g., whipping, beating, branding, forced exercise)
- Forced consumption of food, alcohol, or substances
- Sleep deprivation or social isolation
- Public humiliation or ridicule
- Coerced criminal, immoral, or demeaning acts

*Note: A person's consent to hazing does not absolve responsibility or mitigate disciplinary consequences.*

## **III. Scope of the Policy**

This policy applies to all:

- Students (grades Pre-K–12)
- Faculty, staff, and coaches
- Volunteers and affiliated school personnel
- School-sanctioned student groups (e.g., clubs, athletic teams, honor societies)

## **IV. Reporting Procedures**

Any individual—student, parent, staff member, or community member—who witnesses or suspects hazing should report it immediately to the school principal or designated school official.

Anonymous reports may be made, and retaliation against reporters is strictly prohibited.

The school will:

- Follow diocesan policy
- Promptly investigate all reports
- Notify diocesan leadership as appropriate
- Involve law enforcement where required by law
- Provide support to affected students

## **V. Disciplinary Actions**

If hazing is confirmed, disciplinary measures will be applied in proportion to the severity of the offense and may include:

- Detention, suspension, or expulsion (students)
- Suspension or dismissal (employees/coaches)

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- Disbandment of student organizations involved
- Notification to law enforcement where applicable

## **VI. Medical Amnesty**

A student who seeks medical assistance for someone experiencing a hazing-related emergency, and meets the criteria outlined in state law (remaining on scene, cooperating with authorities), may be granted immunity from certain disciplinary or legal penalties.

## **VII. Education and Prevention**

To cultivate a culture of respect and accountability, diocesan schools shall:

- Provide annual training on hazing prevention for faculty, staff, and students in grades 6–12
- Clearly communicate this policy to all members of the school community including faculty, staff, coaches and volunteers
- Post the full anti-hazing policy on each school’s public website

## **VIII. Recordkeeping and Transparency**

Schools will:

- Document all reported hazing incidents
- Share reports with the Diocesan Department of Catholic Schools

## **IX. Catholic Identity and Formation**

As Catholic schools, we believe that every student is called to treat others with dignity and compassion. Hazing contradicts Gospel values and our shared mission of forming disciples of Christ.

## HALLWAY PASSES

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

## CLASSROOM MANAGMENT POLICIES

Teachers will manage their classroom in an age-appropriate manner that promotes safety, security, welfare and learning for all students.

## SCHOOL DANCES

- No dance will be an open dance. Guests are not permitted.
- All tickets will be sold in school prior to the dance.
- We expect all students to strictly adhere to the appropriate dress policy found

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elsewhere in this handbook. Any student in violation of this policy will be asked to change, put on more appropriate attire or have his/her parents pick them up from the event.

- No one is allowed to leave the dance and then return. No one is allowed to enter the dance one hour after it starts or leave before it is over.
- Restrooms for ladies and gentlemen are not to be used as a gathering place. Excessive trips to the restroom are not allowed.
- There is no loitering on school property at the end of events.
- All students and guests should respect the rights of others while attending the event.
- Saint Mary holds no responsibility for lost/stolen items. All possessions are the responsibility of everyone.
- All garbage should be put in the proper container(s).
- Parents are expected to arrange transportation for their student immediately following the dance.

### DETENTION

Detention is considered a serious matter. Working together, parents and school, we can hope for a change in behavior when appropriate consequences are given to the student who misbehaves. Teachers assign detentions after ample warning is given and as a last resort to correct errant behavior choices. However, certain behaviors may warrant an immediate recess or after-school detention.

Parents will receive notice of an assigned detention, which will usually be served the day after its assignment.

Detention is from 2:25 PM to 3:15 PM. The detention slip is to be signed by the parent and returned immediately. If a parent is more than 15 minutes late for detention pick-up, the student will be sent to the Extended Day Program. Parents will be billed for this service according to the Extended Day Program policies. Ordinarily, parents will receive a written notice prior to the detention. Notices must be signed by a parent or guardian and returned to school the following day. Students must serve detention on the day indicated by the teacher unless an emergency arises.

**Students who do not serve the detention receive an additional detention; excuses should not be written requesting deferred detention because of inconvenience. Detention is an inconvenience for the teacher as well as the parent. After the third detention a conference will be held with the parents of the student.**

### SUSPENSION

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Suspension consequently is reserved for those students' actions deemed serious by administration or because of an accumulation of like offenses. A student on suspension may not participate in any school-related activity during the day/days of suspension and all school is completed.

### 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

SAINT 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.

### SCHOOL DRESS CODE

In choosing to send your child to Saint Mary School, you accept the fact that they are required to adhere to the uniform dress code each school day unless otherwise directed by the Health Office or Administration. While we understand the current dress trends and culture, our school dress code is based on the fundamental principles of Christian modesty. Therefore, all students in grades K through 8 must be in full dress code upon entrance to school each day. The dress code is in effect from September through June.

Uniforms are purchased from Flynn & O'Hara  
2145 Route 35, Hazlet, NJ 07730  
(same shopping center as Kohl's) (732-888-3885)  
Or online at [www.flynnohara.com](http://www.flynnohara.com). A link is also provided on our website.

#### **Preschool-Pre-K:**

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Boys and Girls are not required to wear a uniform. They should wear safe, comfortable, closed-toe shoes always (such as sneakers – Velcro preferred) and clothing that allows for playtime and easy on/off for bathroom use. An extra set of clothing should be kept in a zip-lock bag (with the child's name on the outside) in the classroom.

## **Kindergarten to 4<sup>th</sup> Grade:**

- **Boys:**
  - Tan khaki long pants or shorts
  - Long- or short-sleeved SMS navy polo shirt
  - Beige color crew socks
  - White dress shirt and SMS tie is **mandatory** for all liturgy days
  - Long-sleeved or sleeveless navy V-neck sweater (optional)
  - Tan bucks or brown oxfords
  
- **Girls:**
  - SMS plaid jumper
  - Long- or short-sleeved dark navy SMS polo shirt or white Peter Pan collar long- or short-sleeve blouse may be worn with the jumper
  - Navy knee-hi or crew socks or tights
  - Long-sleeved or sleeveless navy V-neck sweater (optional)
  - Navy crewneck cardigan sweater or (optional)
  - Tan bucks or blue Mary Janes

## **Grades 5<sup>th</sup> to 8<sup>th</sup>**

- **Boys:**
  - Tan khaki long pants or shorts (Shorts are **NOT PERMITTED** from after Thanksgiving through April 1st). (Boys Shorts should be no more than 3 inches above the back of the knee.)
  - Long- or short-sleeved SMS navy polo shirt (**5<sup>th</sup> grade students only**)
  - White dress shirt and SMS tie (**Daily 6<sup>th</sup> to 8<sup>th</sup> graders only**)
  - SMS navy blazer (**6<sup>th</sup> to 8<sup>th</sup> graders for all liturgy days**)
  - White dress shirt and SMS tie is **mandatory** for all liturgy days (**All grades K-8<sup>th</sup>**)
  - Beige color crew socks
  - Tan bucks or brown oxfords
  - Long-sleeved or sleeveless navy V-neck sweater (optional)
  - All uniforms should fit appropriately. Any shirt deemed oversized must be tucked in.
  
- **Girls:**
  - Plaid pleated quilt hemmed no more than three (3) inches above the back of the knee
  - Long- or short-sleeved SMS navy polo shirt (**5<sup>th</sup> grade students only**)

## SAINT MARY SCHOOL FAMILY HANDBOOK

- White oxford long- or short-sleeved blouse (**Daily 6<sup>th</sup> to 8<sup>th</sup> graders only**)
- SMS navy blazer (**6<sup>th</sup> to 8<sup>th</sup> graders for all liturgy days**)
- White oxford long- or short-sleeved blouse is **mandatory** for all liturgy days (**5<sup>th</sup> to 8<sup>th</sup>**)
- Navy blue knee socks or tights
- Long-sleeved or sleeveless navy V-neck sweater (optional)
- Navy crewneck cardigan sweater or (optional)

### **SOCKS:**

- **Boys**
  - Socks must be khaki tan.
  - White socks and ankle socks are not permitted.
  - Sports socks/"Elites" or any sock with a sports logo is not permitted.
- **Girls**
  - Socks must be **navy khaki tan** in color and must be **knee length**.
  - White socks and ankle socks are not permitted.
  - If tights are worn as part of the winter uniform, they must also be **navy blue**.

### **FOOTWEAR**

**STURDY, RUBBER-SOLED SHOES** such as Oxfords or Mary Janes are best. Shoe color should be a shade of brown or dark blue. **NO ATHLETIC SHOES OR HIGH-TOP SNEAKERS OR BOOTS, NO CLOGS, SANDALS, UGGs, PLATFORM SHOES OR HIGH HEELS.**

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

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

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

Gray SMS gym shirt

Navy blue SMS shorts

Navy blue SMS sweatshirt

Navy blue SMS sweatpants

Plain, white athletic socks

Sneakers

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

## **GROOMING**

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

## **COSMETICS AND JEWELRY**

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

# SAINT MARY SCHOOL FAMILY HANDBOOK

## DRESS DOWN ATTIRE

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

### **Girls:**

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

### **Boys:**

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

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

# SAINT MARY SCHOOL FAMILY HANDBOOK

## TRANSPORTATION AND SAFETY

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

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

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

1. If you are picking up your child from the Church Street side of the school, you may drive no farther than the first parking lot.
2. If you are picking up your child off from the Cherry Tree Farm Rd. side of the property, **YOU MAY GO NO FARTHER THAN THE MATER DEI PREP PARKING LOT.**
3. Parents must not drive their cars **BEYOND THE MUSIC 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 always prohibited on school grounds.
4. Heelys are not to be worn on school property.

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## **Bus Conduct:**

1. The bus driver represents an extension of the authority of the school and bus owner; the driver is in complete charge of the bus.
2. The bus driver may assign specific seats to students if it becomes necessary. Students are expected to sit in the seats assigned.
3. Food, candy, etc. is not permitted on the bus, as indicated by the local Board of Education regulations.
4. Orderly conduct must be always maintained.
5. Students may ride their **ASSIGNED** bus only, as indicated by N.J. State Law.
6. Students are to always remain seated 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.

## SAFETY PATROL

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.**

## CAMPUS DRIVING AND PARKING REGULATIONS

- The parking lot is an extension of school building and therefore all rules of conduct apply.
- The school is not responsible for vehicles parked on campus grounds. All vehicles parked on campus grounds are at the risk of the owner/operator. Saint Mary assumes no responsibility for the care or protection of any vehicle or its contents at any time.
- Speed limits always are not to exceed 5 m.p.h.

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- Do not park in spaces reserved for faculty, visitors, or the handicapped, or in a fire lane. Parking must be in lined spaces.
- All New Jersey Motor Vehicle Laws are enforced by Middletown Township Police and Fire. They are empowered to write traffic summonses on campus property.

### TRANSFER FROM SCHOOL

Parents wishing to withdraw their children from St. Mary School should pick up the necessary forms at the office. It is strongly recommended that an appointment be made with the principal before the final decision is made and transfer forms are submitted. There will be no refund of fees paid to St. Mary School when a student leaves. A Tuition refund will be based on a ten-month basis. For example, if a student is withdrawn in December 2024, four-tenths OR 40% of the total will be due. If a parent transfers a student from St. Mary School due to philosophical differences between the parent and Saint Mary School, the student will not be readmitted to Saint Mary School.

### HEALTH SERVICES

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

- Students who leave because of illness may not attend or participate in any extracurricular activities that day.
- Students released during the school day due to any emergency, including illness or inclement weather, may only be released to persons authorized by the parent as an emergency contact on the Emergency Information card. Parents and guardians are responsible for updating emergency contact information with the Main Office and Health Services.
- Should it be necessary for medication to be taken in school, these guidelines re to be followed:
  - The parent or guardian of the child must provide a written request for the administration of prescription/non-prescription medication at school.
  - Written orders are to be provided to the school from the private physician or school nurse practitioner working in collaboration with a licensed physician. Diagnosis of the type of illness involved, the name of the drug, dosage, time(s) to be administered, and any possible untoward reaction

must be included.

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- Medication authorization forms are available in the Nurse's office and Schoology.
  - The medication must be brought to the school in the original container appropriately labeled by the pharmacy.
  - The school will provide a locked secured place for the safe storage of medication and prescribed drugs. The storage place is to be kept always locked.
  - The Nurse and/or parent/guardian are the only persons allowed to administer medications in the school.
  - Documentation is maintained by the school nurse.
  - Students will be permitted to self-administer medication (e.g., inhalers, epi-pens) only for life-threatening illness or conditions. A doctor's order is still required for self-administration of medication.
  - The school shall not be liable for any condition that arises from the self-administration of medication by the student.
  - Students may not keep prescription/non-prescription medication on their person or in their lockers.
- Any injury sustained in school or on school grounds is to be reported to the nurse immediately. Any student injured during school or during any extracurricular activity is to follow these guidelines:
    - An accident form is to be filled out immediately by the nurse and/or teacher and/or coach (moderator).
    - Parents/Guardians are to use their insurance first as the primary coverage.
    - The school carries a secondary insurance policy, and forms may be picked up from the Nurse or Main Office. Company regulations apply.
  - If medical attention is required, the claim should be filed with Saint Mary within seven days.
    - Any student entering Saint Mary must have a doctor's physical before the first attendance date.
    - All school athletes must have a doctor's physical at least once a school year. The athlete's physical must comply with state regulations. Acceptable forms may be obtained from the Campus Athletic Department. One physical is needed each year for an athlete.
    - Yearly screening of all students' height, weight, hair, vision and hearing is performed.
    - Scoliosis screening is conducted for all students in grades 5 through 8. Parental permission is required for the Scoliosis screening. Failure to return the permission slip is considered a refusal of the test or inspection.

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## REQUIRED IMMUNIZATION

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

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

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

## SAINT MARY CAFETERIA

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

## GUIDELINES FOR MANAGING FOOD and FOOD ALLEGIES AT SCHOOL

*"Healthy Saints are Happy Saints"*

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

Students enrolled in your child's classroom may have a life-threatening allergy to one or more of the following allergens: Peanuts, Tree-nuts, Dairy, Eggs, Soy, Wheat, Fish, and Shellfish.

Avoidance of these products is the primary method of managing this health issue at home and in school.

Students allergic to these allergens, airborne allergies or even residue left on surfaces can lead to serious reactions by inadvertent contact. To limit this problem, our school has developed procedures to ensure student safety as it relates to food brought into the classroom from the outside.

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

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

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

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

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

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

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

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

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

### CLASSROOMS CELEBRATIONS

**Saint Mary School will celebrate four (4) yearly approved parties. All Saints, Christmas, St. Valentine's, and End of Year party.** These four (4) parties are the only time that food may be brought into the school. Grade specific and subject specific celebrations will be permitted.

**Items containing peanuts or tree nuts will NOT be allowed at any celebration at any time in the classroom.** Home baked and store baked goods will NOT be allowed at any time in the classroom. The Head Class Parent must give the teacher one weeks' notice as to what food items will be brought into the classroom for an approved party. The school nurse will keep a menu of food items that are suggested and in compliance with these policies.

**Birthday celebrations will not be centered around or include food in the classroom.** Students in grades K-5 may "dress down" on their birthday or at a date chosen by the

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classroom teacher. Party invitations will not be distributed in class unless every classmate is invited. Small gifts such as pencils, erasers, books, treat bags, etc. are acceptable to be distributed to all classmates.

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

### LOST AND FOUND

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

### PHYSICAL EDUCATION

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 uniforms can be purchased in the *School Spirit Shop*. Order forms are available in the Main Office.

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

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

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

### CAMPUS ATHLETICS

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

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The athletic program is an important and integral part of the total school program and is open to participation by all students, on a competitive basis, regardless of individual differences. Through voluntary participation, the athlete gives time, energy, and loyalty to the program.

He/she also accepts the training rules, regulations, and responsibilities which are unique to an athletic program. To contribute to the welfare of the group, the athlete must willingly assume these obligations. The role often demands that the individual make "sacrifices" not required of others. The team suffers if the individual athlete is suspended or dismissed - in athletics we depend upon each other. If an athlete causes himself or herself to be suspended or dismissed, parents and team members must recognize that the student athlete causing the team to suffer is the athlete in question and not the coach or the Athletic Department.

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

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

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

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

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

## TECHNOLOGY

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

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## THE “RIGHT” TECHNOLOGY

Modern technology presents us with great opportunities and dangerous distractions. The ability to project photographs and videos, give presentations, and access online educational applications can be of great benefit to students when utilized by a skilled teacher. In the lab, technology presents students with the opportunity to extend our senses and take measurements with great accuracy. Some students may greatly benefit from the use of assistive devices that help them in overcoming learning challenges.

At the same time, we recognize the great temptations and distractions that accompany modern technology. There can be an alienating depersonalization when modern technology is used as a substitute for real learning. With this in mind, we aim to be prudent in our proper usage of technology in the classroom. In general, we give a certain pride of place to the tried-and-true practices of taking notes, annotated by hand, and reading from paper copies of books.

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

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

- All students and parents/guardians must read the Acceptable Use Policy (AUP) to allow the student access to the Internet.
- In signing the Handbook/Acceptable Use Policy, parents/guardian and student agree to the terms of the Acceptable Use Policy as stipulated by the Diocese of Trenton and Saint Mary School.

## iPad / TABLET / LAPTOP COMPUTER PROGRAM

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

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

Students and parents should refer to the AUP for additional rules, regulations, guidelines, instructions and information. Consequences for inappropriate use of a tablet, laptop,

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computer or cell phone within the school's "Acceptable Use Policy" located on p. 48 of this handbook.

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

### **Saint Mary School 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 for the students, teachers, and administrators to acquire technological proficiency. Ongoing technology training should be provided to all students, teachers, and administrators. All educators in the Diocese of Trenton Catholic schools should model the integration of technology as life-long learners.

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

Technology includes, but is not limited to:

1. Hardware
  - Computers
  - Phone
  - Printers

# SAINT MARY SCHOOL FAMILY HANDBOOK

- AV equipment

## SAINT MARY SCHOOL FAMILY HANDBOOK

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

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

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

1. All technologies contained by Saint Mary, including but not limited to, email, voicemail, computer networks, & data files may be accessed and/or monitored by Saint Mary 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 the property of Saint Mary. Therefore, all use of these technologies must be done in accordance with Saint Mary acceptable use policies. Failure by any employee or student to do so may result in disciplinary action.
2. The guiding principles of this list will always be for the protection of Saint Mary students, staff, faculty, and the Saint Mary wireless network.
3. Saint Mary is the sole maintainer for the repair and for the supervision of their use in the school. Parents/guardians are responsible for supervising their child's use of the tablet/laptop and internet access when in use at home.
4. If the tablet supplier/vendor and Saint Mary deem that the tablet shows signs of damage due to intentional misuse, the family will be made aware of the damage report and must pay 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 so an official police report and record can be made and for a report file.

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6. 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.
7. Students who violate the rules set forth will face a variety of consequences. The consequence will depend on the nature and seriousness of the offense. **The school reserves the right to randomly check tablets/laptops.** At a minimum, the tablet/laptop will be confiscated, and parents asked to come to the school to view the infraction with administration. Other steps to be taken may include, but are not limited to the following:
  - Suspension
  - Confiscation of the tablet/laptop for a period to be determined (work is to be saved on a USB flash device)
  - Loss of use of the tablet/laptop for the remainder of the year
  - Notification of law enforcement as required or deemed appropriate
  - Withdrawal from Saint Mary School
8. **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.
9. **Inappropriate Use** – of Saint Mary School technologies includes but is not limited to:
  - Messages, including jokes, that have any language considered to be unlawful, discriminatory, harassing, obscene, defamatory, or otherwise inappropriate
  - Pornographic or sexually explicit material
  - Gambling
  - Chain letters
  - Gaming
  - Unauthorized or inappropriate mass distribution of communication (personal or business related)
  - Any materials that would be deemed improper by Saint Mary School, St Mary’s Parish, the Trenton Diocese, and/or the Catholic Church

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**10. Inappropriate Use** - of Saint Mary technologies includes but is not limited to accessing, sending, and/or downloading:

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

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

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

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

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

**13. 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.

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14. **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.

15. No Expectation of Privacy – **The tablet/laptop and school desktop computers remain under the control, custody and rules of the school always.** Students have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

16. 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.

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17. 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.
18. 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.

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

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

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

Dear Parents/Guardians & Students:

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

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

- You (parent(s)/child) have reviewed the Saint Mary student and family handbook and agree to abide by the rules, regulations and policies set forth therein.
- You (parent(s)/child) have reviewed the Saint Mary Acceptable Use Policy (AUP) and agree to abide by its standards.
- 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.**

*Occasionally 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 the information contained in this handbook, please indicate your acceptance of all policies and procedures by logging into Genesis and checking off the acknowledgement form.**

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I acknowledge receipt of the Student and Family Handbook/Acceptable Use Policy/Photography Release Form for 2024-2025 and agree to abide by the guidelines set forth.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

***I do not want my child's photograph to be used to acknowledge student accomplishments, promote events, or in school marketing materials.***

\_\_\_\_\_  
***Parent Signature/Date***