

# SAINT VINCENT MARTYR SCHOOL FAMILY HANDBOOK 2020-2021



The purpose of this handbook is to acquaint you with the mission, philosophy and objectives of our school and the means explored to carry out these objectives. We encourage you to read it thoroughly and to cooperate with us in the sacred God-given task and great privilege of forming the Christian leaders of tomorrow.

**St. Vincent Martyr School is fully accredited by AdvancED SACS CASI**

**St. Vincent Martyr School is a NO CHILD LEFT BEHIND  
BLUE RIBBON SCHOOL, 2005.**

## **ST. VINCENT MARTYR SCHOOL**

The family handbook exists to promote the effective operation of Saint Vincent Martyr School. The policies, rules and regulations included in this handbook are established for the welfare and benefit of all students. Parents have the responsibility to support Saint Vincent Martyr School in the policies it has established and to see that their children fully adhere to the rules and regulations included in this handbook. No set of policies can address every possibility or anticipate every circumstance of school and school-related life, therefore the administration has the discretion to take actions other than those specified in this handbook. The contents of this handbook are subject to change at any time when deemed necessary. Parents will be notified of these changes. Acceptance of the contents of this handbook bespeak of a covenant between home and school. All students – without exception - are expected to observe the policies, rules and regulations of Saint Vincent Martyr School.

## A VITAL CONNECTION

I dreamed I stood in a studio  
And watched two sculptors there.  
The clay they used was a young child's mind  
And they fashioned it with care.  
One was a teacher - the tools she used  
Were books, music and art,  
The other, a parent, worked with a guiding hand  
And gentle, loving, heart.  
Day after day, the teacher toiled with touch  
That was careful, deft, and sure,  
While the parent labored by his side  
And polished and smoothed it o'er.  
And when at last their work was done,  
They were proud of what they had wrought.  
For the things they had molded into the child,  
Could neither be sold or bought  
And each agreed they would have failed  
If each had worked alone,  
For behind the parent stood the school  
And behind the teacher, the home.

*Author Unknown*

## **PARENTS' COMMITMENT TO CATHOLIC EDUCATION AT SVMS:**

As my child's most important educator, I understand that I teach my child best by my own example of reverence, responsibility and respect. I ask Saint Vincent Martyr School to assist me in forming my child as a disciple of Jesus Christ. I understand that my child's teachers are dedicated professionals who make many sacrifices to teach in a catholic school.

In order to show my cooperation, support and thankfulness...

- I will model mature behavior for my child
- I will ensure that we pray daily as a family and attend Mass on weekends
- I will have my child in school on time every day with the necessary school supplies and appropriate uniform
- I will monitor my child's telephone, computer and television use, as well as movies and magazines my child views or sees
- I will not tolerate vulgar, sarcastic, or catty language from my child or bullying, violent or aggressive speech or behavior. I will set a good example in my own speech and behavior.
- I will show respect for the teacher and any other person in authority in front of my child at all times, regardless of what I think of their actions or say to them in private.
- If a problem should arise with a teacher, I will speak to the teacher about the problem before going to the administration.
- I will never lie to the pastor, principal, or the teachers to protect my child from the consequences of his/her behavior.
- I will stop rumors. I will go through the proper channels when I have a problem
- I will speak respectfully with kindness and courtesy to other parents in front of students, especially when there is any disagreement
- I will speak to the teacher or adult in charge before I accept my child's version of an incident. I know that the good of all children comes before my child's wants or needs.
- I will follow school rules, calendars, deadlines, and expect my child to do the same even when I may disagree
- I will allow my child to do his/her own work
- I will build a bridge of acceptance and understanding, and expect my child to do the same.
- I will pay all of my fees in a timely manner and inform the administration when there is a problem

With the example of the Holy Family and the help of God, I will abide by this code of conduct and contents of this handbook as long as my child is enrolled at Saint Vincent Martyr School

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Parent Signature

Parent Signature

Date

## **MISSION STATEMENT**

St. Vincent Martyr School is a catholic parish elementary school dedicated to developing a strong academic and spiritual foundation for all students.

Recognizing God's importance in the education process, caring teachers provide a nurturing environment where each individual is respected, loved and challenged to achieve his/her potential.

## **PHILOSOPHY**

Rooted in the Gospel message of Jesus Christ, St. Vincent Martyr School proudly affirms its Catholicity. Faithfully imparting His teachings, it remains loyal to Jesus and His Church This is evident in its efforts to serve the spiritual, academic, social, emotional and physical needs of each student entrusted to its care. By focusing on God throughout the daily routine, St. Vincent Martyr School emphasizes not only the need for intellectual but also the spiritual growth in the learning process.

Realizing that all abilities, gifts and talents come from God, the core curriculum seeks to challenge all students academically to achieve personal success. Simultaneously it considers the talents of individual students with their varying stages and styles of cognitive development and creative expression. The selection of appropriate teaching methods and instructional materials, along with continued incorporation of new technology and other resources, is deemed crucial to the program as it embraces the 21st century. Various modes of assessment, both traditional and innovative, chart a child's progress.

By striving personally to incorporate this philosophy, each teacher becomes a role model for the students entrusted to the school. Daily attempts are made to provide the students with an environment conducive to learning as well as one that fosters good citizenship and heightens self-esteem. St. Vincent Martyr School is committed to developing intelligent, capable, young people, who can find success in higher education, can think critically and analytically, act with integrity, honesty and compassion, and can become responsible citizens. It expects its students to respect themselves, each other, the teachers and the school.

As part of a larger parish community, St. Vincent Martyr School recognizes its responsibility to focus on the concept of community as a reality to be lived. Qualified administrators and teachers, in their role of servant ministers, provide an educational experience that allows the religious nature of the school/parish to pervade the whole. This is accomplished through religious education, daily prayer, liturgical participation, semester service projects and by fostering a Christian atmosphere of charity and caring.

Positive peer relations among a stable faculty enhance communications, allowing teachers and administration to share pertinent information directed toward the advancement of each student.

To further this advancement, the professional development of the staff is promoted through the spiritual and instructional leadership of the administrator. A multi-dimensional approach to professional supervision allows for the individuality and the particular needs of each teacher. In order to assess a student's progress, both formal and informal evaluations are employed. Diocesan mandated

standardized tests continue to validate a student's growth and performance. A strong parent-teacher communication system augments the evaluation process.

Aware of the parent's role as primary educators, St. Vincent Martyr School warmly welcomes them to join in the children's journey in formal instruction by overseeing their daily progress. The teachers' professional expertise, coupled with the parents' nurturing insight, orchestrate a harmonious blend of good will and cooperation. St. Vincent Martyr School provides each child the opportunity to accomplish the goals set forth in this philosophy.

### **HISTORY**

St. Vincent Martyr School was first established by Father McQuaid, the first curate sent to St. Vincent Martyr Parish in 1848. Father McQuaid, newly ordained at the time, later became pastor of St. Vincent's and eventually, in 1868, Bishop of Rochester.

Father McQuaid once wrote, *"While journeying through this district (Madison), hunting up stray sheep of the fold, the experience was acquired that without schools, our children would be lost. If ever we are to hold our Catholics to the faith in these United States, it must be through the instrumentality of Catholic schools for Catholic children."*

To carry out these convictions, in September, 1848, Father McQuaid opened his first school in the basement of the old St. Vincent Martyr Church on Ridgedale Avenue where it was conducted until 1866 when it was removed to a spacious building on Park Avenue. The school was taught by lay teachers until 1860. At that time, it was taken over by the Sisters of Charity, Convent Station. Eventually, a school was built on what is now the church parking lot. In 1959, the present school building was erected.

Bishop McQuaid, after founding St. Vincent Martyr School, went on to found the Assumption School in Morristown. About this he wrote, *"You can claim that in Morristown you have the second oldest Catholic school in the State of New Jersey, uninterruptedly kept up. Madison has the first. I established both in a very humble way; but they helped to establish the principle that Catholic schools were as necessary as churches."*

### **NON-DISCRIMINATION POLICY**

In accordance with the Paterson Diocesan Board of Education, St. Vincent Martyr School, mindful of its primary mission to be an effective instrument of the educational ministry of the Church, and to witness the love of Christ for all people, does not discriminate on the basis of race, color, sex, nationality or ethnic origin in the administration of educational policies, admissions policies, loan programs and athletic or other school administered programs

## **ADMISSIONS PROCEDURES**

New applicants to St. Vincent Martyr School ordinarily apply in January for the forthcoming school year. New parents access our website under the Admissions tab at svmsnj.org and arrange for a tour of the school. After the tour the family is sent an electronic application packet. Copies of the student's latest report card and standardized test results **must** be uploaded with the application packet. Kindergarten students must be five years old on/or before October 1 of the year for which they are registering.

The following records must be submitted at the time of application:

1. Student's birth certificate as proof of age
2. Student's Baptismal certificate
3. Certification of any other Sacrament the child may have received
4. Health records from previous school
5. Student's immunization record

After meeting with the principal a suitable time is set for an admissions test. Children entering Kindergarten are given an academic and social screening for readiness for our Kindergarten program. Children entering Grades 1-8 take the test in Math and Reading. If an incoming student in Grades 4-8 has an A average in Math, scored 90<sup>th</sup> percentile and above on Terra Nova in Math (Composite) (or a comparable standardized test), and scores 90 and above on a Placement Test, then that student is eligible to take Advanced Math classes.

### **Acceptance Policy**

The school process of acceptance complies with the following ranking order:

1. In-school families
2. Out of school parish families
3. Out of school non-parish families who come from a Catholic parish not having a school.
4. Non-parish families

### **Medical Records**

A medical record is kept for every child at St. Vincent Martyr School. Every child must have received the proper immunizations. By state law, a child must be excluded from school if the immunizations are incomplete. New students must have documentation of immunizations prior to the start of school.

Children are required to have a physical examination performed each year. We understand that these may be delayed this school year due to CoVid-19. We ask that you get this done as soon as possible and as close to the opening of school as you can. Students in Grades K-8 must complete The Annual Pre Participation Physical Examination Form. This form consists of Parts A and B. Part A is completed by the parents and signed by your child's pediatrician and Part B is completed and signed by your child's pediatrician. An immunization record must accompany this form. This form is required to be in the nurse's office at the start of the year. If your child's physical exam is done during the mid-year, a Health Update Form must be completed by the parent and submitted on the first day of school. It is expected that when your child does have his annual physical, an Annual Pre Participation Physical Examination Form will be submitted at that time. Children entering Pre-K are mandated to complete the Health and Immunization Record prior to the first day of school.

During this time of CoVid -19 it is imperative that you keep your child home if he/she exhibits symptoms of the virus. Parents need to complete the symptom checker form electronically by 8Am every morning. Temperatures will be taken at drop-off stations and staff must visually check students for symptoms upon arrival every day and/or confirm with families that students are free of COVID-19 symptoms (via waiver). Please check regular updates from our nurse under the Parents tab on our website.

**COVID-19 symptoms include but may not be limited to:**

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Runny nose
- Repeated shaking with chills
- Muscle pain or aches
- Headache
- Sore throat
- Loss of taste or smell
- Skin rash (pediatric)
- Redness or swelling of hands, feet and fingers
- Red eyes
- Diarrhea
- Known close contact with a person who is lab confirmed to have CoVid-19

Routine screenings, such as eye examinations, hearing exams and height and weight are completed throughout the year. We, here at SVMS, have a comprehensive allergy policy and children with any type of allergy will have an individual action plan on record for the nurse as well as the staff, and lunchroom personnel.

All cases of chicken pox, pinkeye, measles, head lice, mononucleosis, strep throat, mumps, meningitis and Fifth Disease must be reported to the school nurse. In the case of head lice, a student must remain out of school and be both lice-free and nit-free before returning to school.

If your child requires any type of medication during the school day, a pediatrician signed consent form must be given to the nurse beforehand, to clarify the diagnosis, dosage, and potential side effects of the medication.

The Madison Board of Education requires that a Mantoux skin test be given within a year prior to kindergarten entry. New Jersey State law requires that a Mantoux test for every child transferring into a New Jersey school from out of state.

Throughout the school year students will be refused entrance to school if their records show non-conformity to state or school regulations.

The school principal and nurse should be made aware of any special medical conditions that a child may have. The information will be treated confidentially and is shared only with appropriate staff members as need dictates.

## **Food Allergy Policy**

Food allergies are a growing problem. Approximately 5% of children in the U.S. have food allergies. This holds true for St. Vincent Martyr School children also. The most prevalent is an allergy to peanut and tree nuts. Eating even a small amount can cause an allergic child to go into anaphylactic shock. For some, even touching these products can cause an allergic reaction.

NJ state health code permits students to carry their prescribed inhaled medications and epi-pens and self-administer when necessary. Any such medical condition must be registered to the nurse's office. There are specific forms for self-administration that must be completed by both the parent and the pediatrician.

Students with severe seasonal allergies must have a written physician's note to stay in during recess. The note must specify the length of restriction.

**In an effort to provide a safe learning environment for all students during this CoVid-19 experience, no peanuts or tree nuts, or products containing them, are permitted in any classroom. Since the children will be eating in the classrooms this coming year it is imperative that we abide by the 'nut free' rule.** This rule applies to daily snacks, as well as lunches eaten in the classroom. Teachers will also ask that students refrain from bringing in food processed on a line with or in a facility with nuts, depending on the severity of food allergies present in their classroom. Teachers will communicate directly with parents as necessary. Parents also communicate with each other to provide information when it comes to bring in snacks for special occasions.

Peanuts and tree nuts will not be used in any classroom activities, art projects, hallway displays, etc.

On field trips, snacks and lunch (when appropriate) must be nut free.

Short educational sessions will be held for students covering food allergy safety. Age-appropriate DVDs and "Be a Pal" materials from the Food Allergy and Anaphylaxis Network will be used and are available from the school nurse for any parent who wishes to preview them.

Parents of children with food allergies are responsible for alerting the school as soon as possible at the beginning of the school year. Further guidelines will be given to those parents at that time.

## **Medication**

**It is very important that parents do not give children fever-reducing medications before coming to school. This is a very strong mandate during this experience of CoVid-19 as we strive to keep our students with us as long as possible.** By state regulation, no school employee is permitted to

administer medication of any kind without the written consent of the child's parent and physician. Permission forms are available in the school office, from the nurse, or on-line at our website. At St. Vincent Martyr School, only the nurse or, in her absence, a person designated by her, may dispense medicine. **Children may never keep medications with them during the day at St. Vincent Martyr School. This includes cough and cold medications, Tylenol or Advil.**

All medications ordered to be given during the school day must be in the original, labeled container. The physician's order must contain the child's name, doctor's name, order date, name of medication and instructions. Medication will be kept in the nurse's office or, if necessary, the parent may pick up the medication from the nurse or the office. Medications may NOT be sent back and forth in the child's backpack.

The school nurse must be informed of any medications that a child may be taking at home. This is important because of side effects and interactions of medicines.

All medications are to be picked up from the nurse and taken home at the end of the school year. Any that are not picked will be disposed of appropriately.

### **Insurance**

All students are automatically covered by the school insurance during school hours. When an injury occurs that warrants it, the appropriate form will be sent home to the parents by the nurse. If, somehow, this does not happen, the parent is asked to request the appropriate forms.

### **Registration**

A non-refundable fee of \$150 per family is charged, regardless of the number of children entering the school. This fee must be paid at the time of registration. Parents who have children in pre-school, kindergarten, and/or first grade are also required to pay an additional **non-refundable** fee of \$300 per child at the time of registering. This fee is applied to tuition. It is required at this time to insure the fact that the child will actually be attending St. Vincent Martyr School and it helps the school maintain an accurate account of spaces available in each class.

### **Contracts**

Contracts will be issued soon after registration. Contracts must be returned in a timely manner to secure your child's spot for the upcoming year. The process is complete when you receive a notice indicating that all required paperwork has been returned from the principal.

### **Transfer Policy**

Parents are asked to notify the school principal in advance of the date of transfer by filling out a transfer form. The following information must be submitted in written form at that time:

1. Name and grade of child
2. Reason for transfer
3. Name and address of new school
4. Last date the child will attend St. Vincent Martyr School

The parent will then be asked to sign a release of information form so that the child's transcript may be sent. Once this has been done, the school secretary will mail out the transfer, transcript of scholastic

records, standardized test results and health records **providing that all tuition has been paid, textbooks and library books have been returned and all HSA bills are paid to date.**

In the case of a transfer request for any reason other than a change of address, the Diocese of Paterson requires that an *Exit Interview* be completed in writing. This *Exit Interview* will be provided by the school secretary upon request for the transfer. It is to be returned to St. Vincent Martyr School.

## **TUITION**

Please refer to the current tuition rates, which are available from the school office upon request

All tuition is paid to the school through the **SMART TUITION** program. A SMART TUITION form is provided to each family at the time of registration, upon which parents indicate their method of payment. Payments can be made by phone, by mail, by Internet, by credit card and/or through automatic debit. This information is then input into the SMART TUITION database for payment processing. Personnel from SMART TUITION provide parents with payment invoices and provide customer support through a 24/7/365 service at 888 868 8828. Any other questions regarding tuition are to be directed to Kathy Simonelli at 973 377 1104 Ext. 105 or Sr. Noreen at Ext 201.

Parents have the option of paying the full amount to the school by the July 15th preceding the school year. Parents may also sign up for monthly or quarterly payments through SMART TUITION. Please be aware that tuition payments are expected to be paid on the date(s) designated in the SMART TUITION agreement. The school will immediately contact parents if their tuition payments are reported as delinquent by SMART TUITION, at which time the outstanding tuition installment is expected to be paid.

According to Diocesan policy, if tuition payments are not made current, the following actions **will** be taken:

- After one month of outstanding tuition, the parent receives a written notice
- After two months, the parent receives a written notice requesting that the parent contact the school and meet with the principal
- After three months of non- payment, if there is no contact from the parent, educational services may be discontinued
- Students whose tuition is in arrears will not be allowed to take tests, mid-terms or final exams until tuition and fees is paid in full.
- Contracts will not be given for the following year
- Unpaid tuition will be referred to a collection agency

Parents are asked to inform the principal in person of unexpected circumstances that hamper tuition payments. Every effort will be made to work with parents who struggle with tuition payments to create a payment plan that alleviates stress and ensures the continuing education of the children.

### **Tuition Assistance Program**

Any family needing assistance with tuition should immediately inform the principal, who will, in turn, inform the pastor. Families who do not meet their financial obligations and do not inform the principal risk denial of important services for their children.

In order to be considered for financial aid, families must submit a **fully completed** FACTS application for tuition assistance. The pastor, the principal and the business administrator will review the completed FACTS application and inform the family about the decision.

### **In-Parish vs. Out-of-Parish Tuition**

Because St. Vincent Martyr parish heavily subsidizes the school, the tuition rate for registered contributing members of the parish differs from the tuition rate of those outside the parish.

In order to qualify for In-Parish Tuition, you must be an active parishioner. Active parishioners register for the parish on an official form and fill out a mandatory pledge card naming weekly parish contributions through Faith Direct. Families also must attend Mass regularly. Examination of active parishioners will be done on a regular basis and non-active families will be in jeopardy of losing the parishioner rate.

The financial commitment is provided through:

- Filling out a pledge card at the time of registration
- Faith Direct– an online automatic withdrawal system

### **Transportation Reimbursement**

#### Kindergarten through Grade 8

To be eligible for reimbursement, two conditions must be met:

- Parents transport the child to school or the child rides public vehicles other than the Madison Public School buses.
- Child lives a minimum of two miles from school.

Reimbursement forms (B6T) are available in the school office. It is the obligation of the parent who qualifies to request a transportation form from the school secretary. Registration for reimbursement is done on a year-by-year basis.

### **ATTENDANCE**

It is important that habits of regular attendance be developed in order to ingrain in the students the importance of being present in school to learn each day. Students miss a vital part of their education when they are absent from school. Activities that take place in the classroom are an integral part of the teaching/learning process and the interaction that takes place between teacher and student cannot be duplicated. Absences will be monitored closely by the office during the school year. In order for a child to be marked present on a given day the child must be present for at least four hours on that day regardless of whether it is a full day or a half day. **During this time of CoVid -19 it is important that children are counted for attendance. Teachers will develop protocol for their students who will be remote and those who will be home on the Blue/Gold days. In order to be considered present the children who are remote must be seen virtually by the teacher, participate in class and complete all assignments for the day.**

**There is a cumulative absence allowance count of 16 days. All absences of any nature count toward the 16 day limit. There is no designation of “excused” or “unexcused” absences. Children may be retained if they exceed 16 days and fail core subject areas. Special consideration will be given to children who have to miss school due to medical problems related to CoVid-19.**

### **Absences**

Parents must notify school at Extension 211 by 8:30A.M. if a child will be absent. **Upon returning to school, a note stating the days absent and the reason is necessary for the school’s records.** The student must give the note to the homeroom teacher who passes it on to the school secretary who files the note for legal reasons.

State and Diocesan regulations require each student to attend school for 180 days of school. Parents are asked to take this regulation seriously.

### **ARRIVAL**

The drop-off procedure has been changed to facilitate safe entry for the students and also to allow for temperatures to be taken at the door. Car ID Forms and Maps of the procedure are posted on our website. There are separate drop-off venues for PreK and for K-8<sup>th</sup> grade.

- **Learn the procedure**-Everyone dropping off or picking up their children from school has the responsibility to know the procedures. Review the map and your scheduled time for pick up and drop off. Please observe all official signs and instructions by the parking lot monitors during drop off and pick up.
- **Use only designated drop off locations**-For morning drop off only all pre-school families will be using the driveway of the ministry center on Green Village Road to drop off (Area C on the map). All other families will be using the bottom parking lot driveway on Wilmer Street (Area A on the map). Mid-day pick up and drop off for pre-school will be using the driveway closest to the church on Wilmer Street (Area B on the map). Parents are to always remain in their vehicle during morning drop off and pick up. Please be attentive to the traffic flow by not using cell phones, writing notes, signing papers, etc. During drop off/pick up all children must only exit/enter their cars on the right side.
- **Drop off times for families**-Drop off time for all pre-school families is at 8:00 am. All families with last names beginning with the letters “A” through “I” is also at 8:00 am. All families with last names beginning with the letters “J” through “Q” is at 8:10 am. All families with last names beginning with the letters “R” through “Z” is at 8:20 am. Afternoon pre-school families drop off is at 12:00 noon. Children are to remain in their vehicles until the temperature of all children is taken. Any child in the vehicle who registers a fever of 100 degrees or higher will need to go home. This will include all other students in that vehicle.

### **PLEASE ABIDE BY THE FOLLOWING RULES:**

1. Children are **not permitted to come to school on bikes** as it is too dangerous in this new drop-off set up.
2. **Do not drive into the school parking lot and park at drop off for any reason with children in your car.** No students are to be in the active section of the parking lot area during drop off.

3. If any parent(s) need to come in the school for any reason or are going to Mass, we ask that you first drop your children off in the correct designated areas and then park in the parking lot. **No student(s) should ever be walking in between cars in the parking lot.**
4. Do not cross in the middle of the street on either Wilmer or Green Village Road. Please walk to the corner and cross with the crossing guard.  
No cars are allowed to pull into the driveway on Green Village between the Church and the Rectory. Cones will be blocking this driveway.
5. **Do not park across the street from any of the drop off locations-Parents** are to always remain in your vehicle during drop off and pick up if driving your children to school.
6. **Allow extra time** – Everyone is very busy, but that is not an excuse to put our students’ safety at risk – allow time for drop off and pick up. Just a few minutes can make a great difference in helping to make the traffic circulation more efficient for everyone. There will be a designated emergency lane in the event it is needed however, we ask everyone to remain in the carline until the car in front of you moves forward.
7. **Be courteous and respectful of neighbors** – you can reduce the traffic and parking impact on residents living near a school drop off location by following all procedures, and by being sure to never park in front of driveways.
8. **Get involved**-become a school volunteer to assist with the monitoring of the traffic flow during drop off and pick up. Please contact Miss Gisoldi at [agisoldi@svmsnj.org](mailto:agisoldi@svmsnj.org) if you are available to assist.
9. **Carpooling**-Driving only your family members to and from school due to the pandemic is important in keeping everyone safe. However, if carpooling is needed please make sure the attached form is visible in your windshield and updated each day with the additional family/student name(s).

#### **Special Note for Green Ave. Walkers:**

- Walkers will cross Green Avenue with the aid of the crossing guard stationed there.
- Walkers stay on the right hand side of Wilmer Street.
- The walkers will then proceed to Green Village Road and will enter the building at the overhang between the middle school and the parish center.
- Parents of Green Ave. Walkers – please remind your children that they are NOT to be walking in between cars in the active area of the parking lot.

#### **Tardiness/Lateness**

School begins at 8:15A.M. As a catholic school, all students are expected to be present for morning prayer. **Morning Assembly will be transmitted virtually to the classrooms until it is deemed safe to be in the gym. Families will be given a few weeks to acclimate to the new drop-off procedures.** Frequent tardiness is subject to disciplinary measures.

#### **Vacations While School is in Session**

Vacation trips while school is in session are treated as unexcused absences and are highly discouraged. Students will be held responsible for missed work, which they will receive on returning to school. Teachers are not to provide work for students prior to a vacation on ‘off-times’. **The school cannot be held accountable for a student’s grades declining when he/she is absent due to vacations taken outside of our school calendar.** Much incidental learning takes place in the classroom which makes it

impossible for teachers to gauge homework for extended times. **During this experience of CoVid-19 families are asked to abide by quarantine rules for states that are on the ‘red list’. This list is updated weekly.**

### **Make –up Policy for Student Absences**

Students are responsible for making up work missed due to absences. A student who has been absent is given one day more than the number of days missed in order to make up all missed homework and tests unless granted additional time by the classroom teacher. This will be examined on a case by case basis this year depending on the reason why a student is absent.

### **Unexpected Illness During the school Day**

A registered nurse is present every day from 8:00 a.m. to 3:00 p.m. If a child becomes ill or has an accident, the teacher will send the child to the nurse. **If a child exhibits CoVid-19 symptoms he/she will be taken to the isolation room.** An assessment will be made as to whether the parents should be notified to pick up the child. If a parent is not at home, the emergency number (which each family provides at the beginning of the year) will be called. The person whose number the parent’s list as the emergency number must be available to be reached during the school day.

### **Requests for early Dismissals**

**Parents are strongly urged to make dental and doctor appointments during non-school hours or days.** Those parents, who find it absolutely necessary to request taking their child out of school before the official dismissal, must make the request in writing directly to the principal who will in turn inform the teacher. Please avoid coming to pick your child up early as important announcements are often made at the end of the day. Parents are expected to go to the school office to sign the child out. If an adult other than the parent will be picking up the child, the request must state the person’s name and that person must be instructed to go into the school office, in the parent’s name, to sign the child out. Parents are advised not to make a habit of taking children out during the last period classes. Many times these classes are special subjects and need to be regarded as important.

### **Dismissal**

#### **Pick up times for families**

Morning pre-school pick up is at 11:15 am.

Families names will be announced from walkie-talkies through the intercom. All families (K-8) whose last names begin with the letters “A” through “L” is at 2:40 pm. All families (K-8) whose last names begin with the letters “M” through “Z” is at 2:50 pm. All afternoon pre-school families pick up time is at 3:00 pm. All vehicles must have the CAR ID form, filled in with a black sharpie marker, placed on the right side of your windshield to facilitate the ease of calling and to contribute to the flow of traffic..

### **Children Who Walk To and From School**

Families who are walking to school are to proceed to the door on Green Village Road (walkway with the statue) standing 6 feet apart at the designated spaces. Temperatures will be taken at the door. The same procedure will be followed if a temperature of 100 degrees or higher is registered. All walkers must be accompanied by a parent/caregiver each morning. Once your child (children) enters the building, parents/caregivers are to leave the area immediately. All walkers will be dismissed at 2:45 pm at the same door as in the morning to their family member(s) who are waiting at the designated spots. Once dismissed we ask that you walk home immediately.

### **Children Going Places Other Than Home**

For the safety of the children, it is important that any parent giving permission for a child to go elsewhere other than home send a note to the homeroom teacher that day informing her of this. Play dates, children going downtown, children availing of After Care services infrequently, children going home with someone other than the parent, etc. are a few examples of times when such notes are required. In this way, if someone calls because a child is not home, we will know where the child is. Based upon past experience, this is very important.

### **Evening School Events**

**It is difficult to determine whether evening events will occur this coming year. In the event that events are safe to host the following guidelines must be followed.** During the course of the year, children are expected to participate in a number of school related events. Parents are advised of these dates on the school calendar. **Parents are expected to place school-related events first on their priority list.** This is one time when cooperation between home and school is key. School events are community events and full participation by the whole student body insures excellence. Keeping a child from participation in a school-related event warrants a meeting between principal and parent. If a child is too sick to attend, please inform the teacher by note preferably prior to the event.

Mandatory evening concerts for children, Kindergarten to Grade 5, include Christmas Concert, Spring Concert, Living Stations, and other event that the school deems major.

### **Emergency School Closing**

St. Vincent Martyr School follows the Madison School District policy in announcing emergency school closings.

### **Instant Alert System:**

As part of our Rediker Information System, we will using AP Notify for contacting parents in emergencies. Every effort will be made to keep information updated so please inform Mrs. Mantone of any change to your contact information

Delayed openings and school closings will be relayed via the alert system and will be also be posted on the school's web site: [www.svmsnj.org](http://www.svmsnj.org) and sent through Facebook and Instagram

### **School Closing after School Day Has Begun**

If unexpected and extremely inclement weather develops after the school day has begun, parents are welcome to come to school to pick up their child. The school will endeavor, however, to keep the students for the full day once they have arrived. But, if keeping the school open appears to be unwise, parents will be called to pick up their children via an email blast and the alert system. Generally Saint Vincent Martyr School follows the Madison Board of Education in situations that warrant early dismissal unless it is an in-house emergency.

Parents are encouraged to listen to the weather forecasts. If a storm is predicted to take place during the school day, they are encouraged to stay close to the phone or to alert the person(s) they have designated as being responsible for their children that they may very well receive a call that school is closing for the day.

# **STUDENT LIFE**

## **SPIRITUAL LIFE**

The nurturing of the moral and spiritual growth of every child is a major focus of school life. Catholic/Christian principles in teaching and worship are emphasized. Children are encouraged to apply Christian principles in their everyday lives through their words and actions

Our school welcomes children from all religions and other backgrounds. All children are included in morning prayer, in daily religious instruction and in the Wednesday School Liturgy. Respect for all beliefs is fostered. Through sharing liturgy, prayer, and service projects, Christian community is nurtured.

Participation at morning prayer is highly encouraged. During this time the students are presented with spiritual readings and responses and engage as a community of faith. They are usually given a spiritual challenge for the day. It is here that active participation in church is encouraged and the foundation for sound Christian living is laid.

Students are presented with readings that span the liturgical year and learn about the lives of the saints. They are provided with commentaries that have real-life applications and are encouraged to live the messages of morning prayer throughout the day.

### **Sacramental Preparation**

For children of the Catholic faith, sacramental preparation is offered for the Sacrament of Reconciliation and the Sacrament of Holy Eucharist in the Second Grade.

In keeping with the latest teachings of the church, the reception of all the sacraments is a parish activity *not* a school activity. In the Catholic school setting, however, the Religion curriculum for the children in the second grade focuses on both the Sacraments of Reconciliation and Eucharist. The school plays an active role, consequently, in the preparation of its children for these very important events.

No child is eligible for The Sacrament of Reconciliation and The Sacrament of Holy Eucharist unless he/she is a baptized catholic. Any parent wishing a child (family) to become Catholic is asked to consult with the Jan Figenshu, Pastoral Associate or Denise Stefanelli, Director of Christian Formation.

## **ACADEMIC LIFE**

The academic year is divided into two semesters, each approximately 18 weeks in length. The first semester begins in September and ends with the completion of mid-term examinations in January. The second semester begins after the completion of mid-term examinations in January to the end of school in June. Each semester is divided in half, each half approximately 9 weeks in length. The four 9-week periods in the school year are referred to as first, second, third and fourth quarters or marking periods. The students receive Progress Reports from grades 4 through 8 in the middle of each quarter and the students in grades 2 through 8 receive Report Cards at the end of every quarter.

**Details of the curriculum that Saint Vincent Martyr School will follow during this pandemic is detailed in “The Road Back to Saint Vincent Martyr School”,** the focus will be on Religion, Reading/English Language Arts and Math. The curriculum will also include Science and Social Studies. Spanish will be included in the middle school from the beginning of school. Special Subjects will be phased in as appropriate. The teachers in these areas will be important members of our faculty from the beginning and will work with the homeroom teachers to integrate their subjects slowly and adequately.

St. Vincent Martyr School’s Curriculum incorporates the Common Core Curriculum Standards in Math and English/Language Arts and is based on the guidelines of the Diocese of Paterson. Our Science curriculum is aligned with the Next Generation Science Standards. All other subjects are grounded in the NJ Core Curriculum. Our goal is to develop in our students the ability to internalize information that they can interpret, analyze, synthesize and make appropriate choices. St. Vincent Martyr School holds dear the Gospel message of Jesus and works hard to impart that knowledge to all students. Religion and Spirituality is integrated into every subject. All of our teachers, regardless of whether they teach religion or not have catechetical certification from the Mc Grath Institute at the University of Notre Dame.

Our curriculum includes but is not limited to:

- **Religion**
- **Language Arts (Reading, Literature, Grammar Writing, Spelling,(Grades K-3), Uninterrupted Silent Sustained Reading(USSR), Public Speaking (Grade 6) and The Classics (Grades 6 through 8)**
- **Mathematics (Advanced Levels in Grade 4-8) \* + \*\*\***
- **Social Studies**
- **Science\***
- **Technology\***
- **Spanish(PreK 4-8)**
- **Physical Education**
- **Art (Grades K through 5) as an Elective in Grades 6 through 8**
- **Music (Grades K through 5) as an Elective in Grades 6 through 8**
- **Theatre Arts( Grades 6 through 8)**
- **Dance Caravan (K)**

\* STEM (Science, Technology, Engineering and Math) is now school wide and integrates all four of these disciplines into a comprehensive program.

+ The Math curriculum in Grade 2-8 includes a web-based program, IXL. This program is standards driven and is aligned with the curriculum at each grade level. Students in Grades 2-8 use this program during the Summer to sharpen their Math skills.

\*\*\* In Grades 4-8 Math classes are divided into two groups – Grade Level and Advanced.

In order for a student to qualify for **Advanced Math for incoming 5<sup>th</sup> -8<sup>th</sup> graders, all of the following criteria must be met**

- An A average in Math on the report card for the current year
- An 85<sup>th</sup> percentile score in Math (Total) on the IOWA (or an equivalent standardized test)

- A score of 90 or above on the Final Math Exam
- Be an independent worker (little, if any, help needed by teacher, parent, or another outside source)

In order for a student to qualify for **Advanced Math for incoming 4<sup>th</sup> graders**, **all of the following criteria must be met**

- 85<sup>th</sup> percentile score in Math (Total Score) or above on IOWA (or an equivalent standardized test)
- 93 or above average for the year
- 90 or above average grade of the Midterm Exam and Final Exam
- Be an independent worker (little, if any, help needed by teacher, parent, or another outside source)

In order for a student to **maintain placement** in Advanced Math in grades 5 through 8 , all of the following criteria must be met

- 80 (C+) or above average for the year
- 85 or above on IOWA or 80 – 84 on IOWA with teacher recommendation
- Be an independent worker (little, if any, help needed by teacher, parent, or another outside source)

**In keeping with the intense nature of Advanced Math, please be aware that these measures are non-negotiable. A child must meet all the criteria in order to be considered for placement in Advanced Math.**

In Grades 4-8 the students are on a departmental schedule. To facilitate their moving from class to class, students are required to use their book bags (not rolling) to transport their books from class to class.

### **Children's Records**

All official school records will bear the child's first and last names as they appear on the birth certificates unless official legal papers to the contrary are submitted. If you use another name other than your child's legal name, please train them to write their legal name on official documents. **It is important that the name of your child programmatically aligns with the name that you will use on the Home Screening Document that you have to complete daily for each of your children.**

In 1965, the Buckley Amendment, also known as the Family Education Rights and Privacy Act, gave parents the right of access to records. Opportunity for review of records will be provided in the front office/principal's office upon written request.

### **Field Trips**

**Field trips are on hold until deemed safe to schedule.** If we do go on a field trip it must be educational in nature and expand the learning process. These trips are a privilege and not a right and may be denied to any student if he/she fails to meet academic or behavioral requirements. Before a scheduled trip, the official Diocesan slip (unaltered) must be returned to school. Students who fail to submit this form will not be allowed to participate in the field trip. **Telephone calls and handwritten**

**notes will not be accepted in lieu of the proper form.** Parents who do not wish their children to participate in a field trip must indicate this decision on the official form and must keep their child home on the day of the trip. This is considered an unexcused absence.

**Parents who act as chaperones on a field trip, may not bring smaller children with them.**

### **Homework**

The faculty of St. Vincent Martyr School recognizes the positive relationship between homework and academic achievement. **In the beginning of the school year, we will go light on the homework providing the children with time during the school day to complete some homework. It is our desire to provide the children with an opportunity after school to get some fresh air to balance the amount of time during the day that they will be required to wear masks.** We are committed to a reasonable and consistent homework policy that fosters the development of self-discipline, time management and sound study skills. The amount of homework time will progress gradually from a brief period at the primary level to a longer period at the middle school level. The intent of this progression is to assist the student to become familiar with the regularity, continuity and importance of home study while developing those study skills necessary for maximum learning.

All students are expected to write their homework daily in an assignment pad. Google Classroom can be used as a backup. There are days when it is not possible for teachers because of schedule or Internet issues to post assignments on Google Classroom so the unavailability of assignments on Google Classroom will never be accepted as a valid excuse for not doing homework.

Parents' interest in the finished work is welcome, but the work itself is the responsibility of the child. All assigned work must be completed.

Academics **MUST** be our children's priority while balancing this focus with Social- Emotional Learnign. While teachers will be requested by the principal to reduce homework assignments on the evening of a major school event, at times, they cannot be omitted entirely. Students are expected to complete homework assignments between the end of the school day and before the event. Homework will not be lessened or eliminated in the case of a sports event or practice. Neither will tests be postponed for these reasons. Light homework and assessments deemed appropriate by the faculty may be assigned during the week of IOWA testing.

### **Grading System from Grades 4- 8**

Saint Vincent Martyr School employs the grading system instituted by the Schools Office of the Diocese of Paterson.

**Academic Areas:** Religion, Language Arts, Reading, Math, Social Studies, Science and Spanish in grades 6-8

A+	97-100
A	93-96
B+	89-92
B	85-88
C+	80-84

C	75-79
D	70-74
F	Below 70

**Other Subjects:** Art, Music, Physical Education, Computer Skills, Spanish (4 and 5), Theatre Arts, Library, Latin and also General Conduct (Social Learning Behavior):

VG	100-95	Very Good
G	94-85	Good
S	84-80	Satisfactory
I	79-70	Improvement Needed
U	69-	Unsatisfactory

### **Standards Based Report Cards**

Grades Kindergarten through 3rd Grade will use standards-based report cards. The grading system is as follows:

**4** Exceeds Proficiency

**3** Proficient

**2** Developing

**1** beginning

**NM** Not measured at this time

### **Honor Roll**

Students in Grades 5-8 are eligible to receive Honor Roll Status. Inclusion on the Honor Roll is determined by the following criteria, composed of academic and behavioral indicators:

### **Distinguished Honors**

A's or better in all subjects; B+ and above in Advanced Math; VG or G in all "Other Subjects"; VG or G in conduct.

### **Honors**

A's or B's in all subjects; C+ in Advanced Math; S or better in all "Other Subjects"; VG or G in conduct

**Advanced Math** is weighted. Therefore students who receive a grade of B+ qualify for Distinguished Honors and students who receive a grade of C+ qualify for Honors.

### **Parent -Teacher Conferences**

Twice yearly, once during each semester, a formal meeting between parent and teacher (K-8) is conducted to discuss a student's performance. Parents may request additional conferences by calling the school and making an appointment. Requests for a conference with the principal should only be made if the outcome of a parent-teacher conference is unsatisfactory. **Consideration during this coming school year will be given to whether it safe or advisable to hold in-person conferences. Virtual parent-teacher conferences will be held in the event that in-person conferences are not feasible.**

## **Progress Reports**

Progress Reports will be sent home **electronically** at the halfway point of each marking period for students in grades 4 through 8. If a Progress Report indicates unsatisfactory academics (D or below) or behavior, a student will be forbidden to participate in extracurricular activities until a teacher withdraws this restriction. Parents receiving Progress Reports with unsatisfactory grades and behavioral indicators are asked to set up an appointment with the appropriate teacher(s)

## **Report Cards**

Kindergarten receives report cards in February and June. Grades 1&2 receive report cards three times in the year. Grades 3 through 8 receive report cards quarterly. The grading policy is that of the Diocesan guidelines. Report card envelopes are to be signed and returned to school as soon as possible. The report cards used by the school are generated through Rediker and mandated by the Diocese of Paterson.

## **Testing**

The school requires a teacher to obtain major test grades along with a sufficient number of quiz grades per child for each major subject (Religion, Math, English, Science, Social Studies, Reading, Composition and Spelling) in the four marking periods. Because of the number of tests or other forms of assessment required within a marking period, they cannot be postponed or omitted to allow time for a school activity or sport. Parents scheduling an activity are asked to keep this in mind. Furthermore, this accounts for the number of tests or other forms of assessment as well as for what appears to be their rapid succession. While demanding, it is only these assessments, plus projects and homework that can fully justify a child's report card average in any given subject.

## **Exams**

Mid-year and final examinations are given yearly to grades 3 through 8. They are as follows:

Grade 3: Math

Grade 4: Math, Grammar

Grade 5: Math, Grammar, Science or Social Studies

Grades 6 - 8: Math , Literature, Language Arts (Grammar and Writing), Science, Social Studies

## **Academic Integrity**

At Saint Vincent Martyr School we strive to form a community of faith and learning through Gospel values and academic excellence. Academic integrity involves gospel values of honesty and respect. Integrity is firm adherence to our values with and without the presence of others. SVMS students are expected to complete their own work and be evaluated based on that work.

At SVMS, we consider cheating to include the following:

### **Submitting work that is not original.**

Students may not submit work, assignments, projects, or writing that is not done by them. Plagiarism is failing to credit original sources for words or ideas.

### **Violating the integrity of tests.**

Obtaining or providing answers from any source during a quiz or test is prohibited. Sharing information with a classmate during a test or a quiz is also considered cheating. Infractions will lead to a failing grade on the test or quiz being taken by both parties – the giver and the receiver- and parents being notified.

### **Children Experiencing Academic Difficulty**

A teacher questioning a child's academic performance possibly due to a concern that there may be a learning disability, however slight, will alert the parent and present the advisability of having the child undergo an evaluation by the Child Study Team provided by the Educational Services of Morris County. This team is composed of a learning consultant, a sociologist, and a psychologist assigned by The Educational Services Commission of Morris County, the organization selected for us by the Madison Board of Education. If the parent agrees to the evaluation, he/she will sign a form giving consent. The permission form is then sent to the Morris County Commission for Special Services. When the actual study has been completed, the parents, and those who teach the child will be assembled for the findings. If the principal and/or vice -principal are needed and available, they also will be present. If the child is found to have a learning disability warranting classification, additional papers are given to the parents who may, at that time, agree to or negate the classification. At this time, the parents will be required to sign the appropriate form indicating their wish.

When a child is classified, that child is taken from his/her regular classroom once or twice a week according to need or availability, either alone or in a small group with a special education teacher provided by Morris County. The child is also entitled to other benefits that are explained in detail to the parent at the time of classification.

If and when the child is withdrawn from St. Vincent Martyr School, no record of that child's classification is sent to the school the child will subsequently be attending. The record is either given to the parents or destroyed.

Applications may also be made to Morris County for children who may require speech therapy or English as a Second Language.

Children whose standardized test scores are below a certain level may also be eligible for Supplemental Instruction provided by Morris County and by an in-house Special Education teacher. These children, though not classified, are also taken from their regular classes weekly for additional help in the area in which they may be deficient.

### **Neatness**

Training a child to neatness is incorporated in educating the whole child. Consequently, the school requires that the following be observed:

#### **Written work in all academic areas**

*(workbooks, notebooks, composition papers)*

- Accuracy in forming letters and numbers
- Composition paper
  - Establishing and maintaining side margins when writing
  - Keeping a bottom margin
  - Correct school heading

#### **Care of books and workbooks**

- Desk kept in order
- Books covered and recovered as needed **with child's name on cover**

- Child's name in pencil on the inside cover
- No writing in books that are to be reused by next year's class
- Book bags kept *inside* the legs of the desk at all times

**Children who have forgotten to take home the proper books and materials have until 3:30 pm to return for them.**

### **Pre-School Evaluation**

Pre-school children in the three-year old and the four-year-old program receive a report card in January and in June. They are evaluated in the following areas:

- Religion, social and emotional issues, work habits, listening/speaking skills, fine motor skills, gross motor skills, reading readiness and math readiness.

### **Kindergarten Evaluation**

Kindergarten students receive a report card in January and in June.

They are evaluated in the following areas:

Religion, language arts, reading readiness, writing readiness, math readiness, social/learning development, physical development.

### **Promotion/Retention**

Promotion to the next grade at the end of the school year is dependent on a student's final yearly average. The student must successfully complete requirements in all subjects for the grade that the child is in. A student receiving an "F" average in two or more major subjects will warrant review by the teacher, principal, and parent. Failure in any academic subject will be a barrier to promotion to the next grade

In order for a student to receive a diploma from St. Vincent Martyr School, 8<sup>th</sup> grade students must successfully complete course requirements for all major subjects . An 8<sup>th</sup> grader receiving an "F" final average in two or more subjects will not be allowed to graduate or participate in the graduation ceremony. Students receiving an "F" average in one subject will be required to attend a summer program before receiving a diploma.

### **Standardized Testing**

Saint Vincent Martyr School is adopting a new test this year. The **NWEA Map Growth** Standardized Test is administered to all students in Grades 2 -8 three times a year – in September, January and May. This test measures growth in Math and Reading.

## **REMOTE LEARNING**

At any given point during the school year the governor may require schools to close and adopt the remote learning model. Going with this model will be based on state data. At present the state has been divided into six regions. Saint Vincent Martyr School, in Morris County is in the Northwestern Region of the state. Currently this region is in a green zone which makes it possible for us to return to school. This list will be updated weekly and will determine our presence in school or remote.

Saint Vincent Martyr School will support a hybrid model that has approximately 50% of students coming into school in a Blue/Gold Model. We will continue to do this if all of these factors support it:

1. The health, safety and wellness of the students are prioritized

2. The continuity of learning can be maintained
3. PPE is in adequate supply
4. [All in-person classes can adhere to social distancing guidelines](#)
5. Local CoVid data is at a level that allows in-person teaching and learning.

Daily online virtual age-appropriate will be provided balanced with off-screen time. The plan is for the remote schedule to align with an in-school schedule as much as possible for Kindergarten through 8<sup>th</sup> grade. Screen time will equal teaching time with the ‘at home’ children tuning in to synchronous teaching.

Google meets will be our Learning Management System (LSM during remote learning. When virtual learning is in progress, students are expected to be fully visible and not on audio only. Expectations for classroom behavior will be the same for the students at home as in school. Parents are not allowed to be visible on screen with their children. They may act as a ‘guide on the side’ Recording of lessons by parents is prohibited.

Live streaming will occur during synchronous learning from 8:15AM – 2:50PM. Cameras will be switched off during asynchronous learning. Students screen time will be monitored and efforts will be made to do this as much as possible. Screen time will equal teaching time.

## **TECHNOLOGY**

### **CATHOLIC SCHOOLS OF THE PATERSON DIOCESE**

#### **Internet and Computer Use Policy for Schools**

*Young people, as has often been said, are the future of society and the Church. Good use of the Internet can help prepare them for their responsibilities in both. But this will not happen automatically. The Internet is not merely a medium of entertainment and consumer gratification. It is a tool for accomplishing useful work, and the young must learn to see it and use it as such. In cyberspace, at least as much as anywhere else, they may be called on to go against the tide, practice counter-culturalism, even suffer persecution for the sake of what is true and good.*

**Vatican Pontifical Council for Social Communication**

Saint Vincent Martyr School encourages student use of computers and the Internet and cell phones in a responsible and ethical manner. These pages tell you how students should use the computers, cell phones and other electronic tools of the school responsibly. By learning to use computers responsibly as students, they will grow into adults who use computers effectively and appropriately.

Even though we use the words “computer” and “computer system” in these pages, what we say applies to all school owned electronic devices (such as but not limited to TV's, VCR's and DVD players, telephones, and tablets) that are at the school, along with any information and software programs. Additionally, any device you bring from home that uses the school’s Internet connection is also covered by this policy while you are connected to the school’s Internet.

Also, while we use the words “teacher” and “teachers” in these pages, what we say applies to any adult who works in the school supervising students. It does not just mean the classroom teacher or

computer teacher. We will use the word “you” when referring to the students.

### **Cell Phones/Electronic Devices**

Students who have cellular phones and electronic devices that connect to the Internet may NOT use them during the school day. It is highly advisable that the children keep their cell phones at home this year unless they are needed in case of an emergency. Calls can be made to the school and the child brought to office very quickly if you absolutely have to contact your child during the school day. **If students are found using a cell phone or electronic device in school, it will be confiscated and kept in the main office for one week. A parent must reclaim the confiscated cell phone or device. Consistent refusal to hand in a cell phone or device will result in an automatic suspension.**

Students are not allowed to have electronic devices including electronic watches which can be used to play music or games anywhere in the building. Students are also not permitted to use cameras anywhere on the school property. Cell phones are never permitted in the classrooms during the school day and at Christmas or Spring Concerts, Living Stations or the School Play or at any practices. If a child is found with a phone during a school event, it will be confiscated and kept for a week and returned only when a parent comes in. Students are never allowed to have a cell phone or an electronic device on a class trip. If a child is found with a device it will be confiscated and the child will be subject to punishment.

The Internet system here at school is **for school activities only**. While there are things that students might be allowed to do using the Internet and computers at home, they might not be allowed to do some of these things here at school. This is because what students do using the computers here at school has to go along with what you is being learned in the classroom - the computers and Internet are here to help students learn. **This year we have purchased Go Guardian which enables teacher to monitor the students' activities online.**

Saint Vincent Martyr School can tell what students are allowed to do, and what they are not allowed to do using the computers at school. We have created these guidelines to help teach students how to access computers and the Internet in a responsible and safe manner, and to be sure that computers and the Internet are used the right way while they are in school. We want the computers and the Internet to be used in a way that is Christian and doesn't break any laws.

Each student will be asked to sign his/her name to show that he/she understand these guidelines, and that they are promising to follow them. We will also ask parents to sign so that we know that they agree with these guidelines, and have talked to students about these policies. Parents also have to give you their permission to use the Internet while you are in school.

As a user of computers and the Internet, there are certain responsibilities that students will have that will help protect their rights, and the rights of others.

### **COMPUTER RIGHTS AND RESPONSIBILITIES FOR STUDENTS**

#### **Computing Resource Access is a Privilege.**

- Computing resources that are the property of, or are licensed to Saint Vincent Martyr School are provided to you as a limited privilege. Your use of computer resources is not a right. The school reserves the right to extend, limit, restrict or remove computer resource privileges. If you fail to respect this policy you may be subject to loss of

access and use of computing resources or disciplinary action by the school.

- In order for the school to extend this access privilege to you, you must read this document, sign and date it and return it to school for it to be kept on file. You will be asked to read and sign this document for each year you are enrolled at (Name of School). Access WILL NOT be allowed unless the school has a signed copy of this document on file.

**You have a right to your own personal information.**

- You have a responsibility to keep your personal information private by not telling other people on the Internet where you live, how they can find you, or other personal information about yourself. People are not always honest on the Internet, so by keeping your personal information private, it will help to keep you safe from strangers.

**Your classmates have the right to keep their personal information protected from strangers.**

- You have a responsibility to keep all other students' personal information private by not telling other people on the Internet where other students live, how they can find them, or other personal information about the students. It is just as important to keep your friends safe as it is to keep yourself safe.

**You have a right for your picture to be private. Your picture, pictures of classmates, and pictures of other people at the school should be kept private.**

- You have a responsibility to keep your picture, pictures of classmates, and pictures of other people at the school private by not sending or posting the pictures Internet. Once an image is posted, you lose control of the picture and anyone can download and share it.

**You have a right to be free from danger when going online.**

- You have a responsibility to tell a parent or teacher if someone online asks to meet you in person or talk to you on the phone. Since people can be dishonest online, if someone asks to meet you or speak to you, they might be looking to harm you.
- You have a responsibility to tell a parent or teacher if another student tries to meet someone in person that they met online. By telling a parent or teacher, you are helping to protect the safety of the other student.
- You have a responsibility to tell a parent or teacher if an adult online tells you something that makes you feel uncomfortable or asks you to keep something secret or private. An adult doing these things could be dangerous - telling your teacher or a parent will help to keep you safe.

**You have a right to keep your personal identity private.**

- You have a responsibility to respect the privacy of other students by not telling or writing about what someone else told you without permission of the person who sent you the message. Just as you would not want your personal privacy exposed on the Internet, you should respect others by showing them the same courtesy.

**You have a right to protect your files and keep them free from harm.**

- You have a responsibility to keep your passwords, and anyone else's password that you may know, private by not sharing them with anyone else. Keeping your password safe will help to protect your files from being accessed by other people.
- You have a responsibility to respectfully share the computers with other students, and not access the school or another student's files without their permission. Just as you would not want anyone to harm your files, you must respect your teacher's and student's files by not accessing them without permission.
- You have a responsibility to respect the computers at school, and not do anything on purpose that would make them stop working or damage any information that is kept on them. If you intentionally damage a computer, you could potentially damage your classmates' files.
- You have the responsibility to not change any computer or software settings without permission. Remember, these are not your personal computers, so you cannot change settings just because you do not like them.
- You have a responsibility to help with keeping the computers safe from damage. You should not download or copy anything from another computer or the Internet without your teacher's permission. Sometimes files contain hidden programs that can damage a computer, which is why you need to ask permission from your teacher before you copy or download anything.
- You have a responsibility to tell your teacher if something on your school computer doesn't seem to be working right. The sooner the school knows about something wrong, the easier it is to fix.

**You have a right to be in a setting free from offensive language.**

- You have a responsibility to use the computers and school Internet in a way that represents you as a student in a Catholic school. What you say online is a reflection on both yourself and the school.
- You have a responsibility to use good language, and not use words someone else might think are mean or dirty, or language that shows disrespect or that would make someone else afraid or uncomfortable. Calling someone names, or using inappropriate language online is the same as doing it in the classroom. If your teacher would be upset with you saying something in the classroom, it is not something you should say online either.
- You have a responsibility to act maturely online. This includes not sending or posting information that puts someone else in danger, attacks or insults someone else, annoys or pesters someone, or acting in a way that could be considered bullying. If someone asks you to stop doing something online that makes them annoyed or upset, you have the responsibility to stop. It is just as bad to pick on someone online as it is in the classroom.

- You have a responsibility to use communication tools appropriately (including email, chats, instant messaging, social media/networking, and other discussion and communication tools) by not sending annoying or unnecessary messages to people. You should only use these tools in school when it is part of your assignments

**You have a right to keep other people from using your pictures, words, and ideas for class assignments without your permission.**

- You have a responsibility to not copy pictures, words, or ideas that you find on the Internet and try to pretend that they are your pictures, words, or ideas. Copying other peoples' words and pretending it is your own is called plagiarism, and is something that is not allowed. When you get to college, some schools will expel you for plagiarism.
- You have a responsibility to respect the rights of people who own things by not copying things that you find on the Internet, like pictures or music, without the permission of the person or company that owns it. If you are not sure, you should ask your teacher. Copying other peoples' pictures and music and using it in your own work is called copyright infringement and is against the law. People have been sued for thousands of dollars for using pictures and songs without permission.

**You have a right to be in an environment that is free from offensive and illegal material.**

- You have a responsibility to not go to websites or download things that are dirty, against the law, or that talk about hating or hurting other people. These sites are inappropriate for both school and home.
- If your parents tell you about other sites or places that they want you to stay away from when you are online, you have the responsibility to listen to their instructions even when you are at school.
- You have a responsibility to not use any device connected to the school's network to do anything that is against the law or not Christian behavior. Please remember you are using computers and the Internet in a Catholic school. Your online presence is an extension of yourself - your behavior online should reflect your behavior in the classroom.

**Policy on Video and Audio Recording**

Students are prohibited from using video or audio recording devices to record direct instruction, class discussions, conversations, or interactions between and among faculty or between faculty and students, unless prior written approval to record is obtained from the faculty member or, if appropriate, the Catholic Schools Office. Students permitted to record direct instruction or class discussions acknowledge that the recording is for the individual use and solely to assist in studying for the class. The recordings may not be shared, released, publicly or electronically posted or distributed. Students who violate this policy will be subject to consequences including suspension of privileges, suspension from school, and/or other legal recourse

**You have a right to keep other people from using your pictures, words, and ideas for class assignments without your permission.**

- You have a responsibility to not copy pictures, words, or ideas that you find on the Internet and try to pretend that they are your pictures, words, or ideas. Copying other peoples' words and pretending it is your own is called plagiarism, and is something that is not allowed. When you get to college, some schools will expel you for plagiarism.
- You have a responsibility to respect the rights of people who own things by not copying things that you find on the Internet, like pictures or music, without the permission of the person or company that owns it. If you are not sure, you should ask your teacher. Copying other peoples' pictures and music and using it in your own work is called copyright infringement and is against the law. People have been sued for thousands of dollars for using pictures and songs without permission.

**Other Things You Should Know About What You Should and Shouldn't Do Online**

- Remember that your principal and teacher are allowed to look at anything that you have stored on the computers at school using Go Guardian, and anything that you make using the Internet or computers while you are in school. If the police or any other government officials need to look at information on the school computers to investigate a crime or something against the law, the school will help them. If you do anything that is against any of the things talked about in these pages, you may face consequences from your teacher or principal. They may also stop you from using the computers or Internet while you are in school.
- The school can't promise that the computers or Internet will always work at the school.

You should always make a copy of anything you keep on the computers at school in case it is lost or damaged. You should always check with your teacher about any information you get from the Internet - sometimes it may not be right. If you do anything while you are online at school that costs money, you and your parents are responsible for paying for it. If you do something that breaks the computers, or costs the school money, you and your parents will have to pay for it.

- The school expects that you will follow the directions of your teachers and other school authorities when you use the computers and Internet at school. Anytime that you use the computers or the Internet, you must show a respect for others. Your actions must also show that you understand that every person is important and that we are all God's children and are brothers and sisters.
- Anything that you do online leaves a "digital footprint". Pictures that you post, words that you type, and things that you say, can all float around the Internet forever. Help to respect and protect your future self by acting responsibly online now.
- The school reserves the right to monitor the content of materials transported over the school's network, or information stored on any computing device connected to its

network.

## **BEHAVIOR**

### **5074 DIOCESE OF PATERSON/SAINT VINCENT MARTYR SCHOOL BULLYING PREVENTION POLICY**

The Diocese of Paterson and the Catholic Schools Office believe that each catholic school in the Diocese of Paterson must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing a catholic educational environment that permeates all aspects of its daily life and operations.

Each student should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect of one another. It is essential that we do our best to provide a safe, positive and productive educational environment where each student may be afforded the opportunity to achieve his/her maximum potential, without being subject to Bullying, Cyber-Bullying, Retaliation or other similar disruptive violent behaviors constitutes conduct that disrupt both a student's ability to learn and a school's ability to educate its students in a safe environment. Pastors, Principals faculty and other employees are expected to demand that all students treat each other with civility, kindness and respect. Bullying, Cyber-Bullying and retaliation are not to be tolerated.

#### **Definitions**

For the purpose of this policy, the following definitions shall apply:

Aggressor means a student who engages in Bullying or Retaliation

Bullying is the repeated use by one or more students of oral, written or electronic expressions, or physical acts or gestures, or any combination thereof, with the intent to cause harm through ridicule, harassment, humiliation or intimidation directed at a Target which a reasonable person should know would have the effect of:

- causing physical or emotional harm to the Target or damage to the Target's property;
- placing the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- pausing the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter conditions of the target's education; or
- materially or substantially disrupting the educational process or the ordinary operation of the school.

An isolated incident, however egregious is not Bullying. Numerous acts of misconduct against different students do not constitute Bullying. Such conduction may warrant disciplinary actions, but is not Bullying.

Cyber-Bullying means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, symbols, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- Wire;
- Radio;
- Electromagnetics;
- Photo-electronic or photo-optical system, including but not limited to electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more people, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

Retaliation means any form of intimidation, reprisal or harassment directed against a student who reports Bullying or provides information during the investigation of Bullying.

School grounds means the property on which the building or facility is located or property that is owned, leased or used by the school for a school-sponsored activity, function, program, instruction or training.

Staff means all employees of the school or parish, or other individuals who receive stipends form the school or parish.

Family Handbook means the parent/student handbook established by the school

Target means a student against whom Bullying or retaliation has been perpetrated.

#### Prohibition against Bullying and Retaliation

Bullying is prohibited

- on school grounds
- on property immediately adjacent to school grounds
- at any school-sponsored or school-related activity, function or program whether on or off school grounds
- at a bus stop
- on a school bus or any other school vehicle owned, used or leased by the school; or
- through the use of technology or an electronic device owned, used or leased by the school
- on class trips

Bullying by students is also prohibited at other locations and through other means if it:

- causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the target's education; or
- materially and substantially disrupts the educational process or the orderly operation of the school

Nothing contained in this Policy or Family Handbook shall require a school to monitor a non-school activity function or program.

### **Reporting at all levels**

Saint Vincent Martyr School has a procedure in place for reporting bullying. A child is asked to report incidents to adults on duty immediately so as to expedite the situation in a timely manner. Teachers will provide lessons for children in an age –appropriate manner on the importance of immediate reporting. Teachers will also work with children at all levels in effort to empower bystanders to report incidents regardless of the relationship to the perceived bully and to alleviate the stress of being deemed ‘tattle- tellers.’ Parents who have their children report bullying incidents to them are asked to immediately inform the homeroom teacher. The teacher will attempt to deal with the situation with the assistance of the Student Advocate. They will in turn inform the administration if necessary. Every effort will be made to stop the bullying immediately upon receiving a report. Once a complaint has been reported to the principal, she will review the disciplinary history of the student(s) accused for indications of similar behavior. A written report of the incident shall be prepared when the investigation is deemed completed. A determination on the incident will be done in a timely manner.

If an incident is deemed worthy of punishment, the Aggressor's parents will be notified by the principal and called in for a conference. The Aggressor will be punished in an age-appropriate manner which can range from sitting in for recess, to detention, to suspension or to having to see a certified counselor before being allowed to return to school. The means of punishment will remain confidential unless the terms are required to be revealed by law. The Diocesan Superintendent of Schools will be notified of any suspensions who in turn will notify the Diocesan Attorney who may be required to report the incident(s) to the Morris County Prosecutor's Office.

If an incident is deemed very serious the administration will inform the Superintendent of Schools and the Diocesan General Counsel for advice on how to proceed.

It must be remembered that the goal of the school for students to achieve redemption, learn and stop bullying.

### **False Reporting of Bullying**

A student who knowingly makes a false Bullying accusation is subject to disciplinary action including but not limited to detention and suspension.

### **Discipline and Self Discipline at Saint Vincent Martyr School**

The attainment of self-discipline is inherent in the philosophy of St. Vincent Martyr School. This is because the essence of Christian discipline is self-discipline. Recognition of human dignity and respect for human rights leads to a wholesome discipline with its purpose to safeguard liberties rather than to restrict them. Our school rules promote a responsible use of freedom so that others may enjoy their full rights.

Good discipline begins with the earliest training in the home and extends to the school and the community. Discipline in a Catholic educational community is part of the teaching/learning process. Therefore, it is the responsibility of catholic schools to attempt to provide each individual student with the moral guidelines and leadership. Mutual respect and cooperation between home and school must exist if discipline is to be maintained and children are to acquire the required growth in character.

It is important that there be complete unit in authority between parents and teachers. It is a good policy to **withhold judgement** on what appears to be a problem or grievance until one receives **all** the facts from all of the parties involved. It is important first to address any issues with teachers before bringing them to the attention of the administration.

Our students come to school to develop spiritually, intellectually, emotionally, socially, and physically. To this end, we endeavor to develop and foster with each student:

- Respect for adults, fellow students, their persons and possessions
- Respect for school and church property (books, desks, equipment, buildings and grounds)
- Courtesy, good manners and proper and respectful language
- Neatness, cleanliness and proper uniform at all times
- Good sportsmanship and school spirit
- Responsibility for one's actions
- Compliance with all school regulations.

Students at Saint Vincent Martyr are encouraged to remember that they represent the school wherever they go. Pride in the school is of utmost importance and they are our best ambassadors at representing our school to the wider community.

### **Referral System**

Teachers have instituted a Referral System for disciplinary purposes. They are age appropriate and incident appropriate. These forms can be viewed online.

### **Detention**

Detention is held every week on a designated day. This policy follows Diocesan guidelines. Detention may be given by a teacher or the principal if a student's behavior warrants immediate attention. Detention will be given to students who receive the number of referrals that warrant a detention. If a child receives a notice, it must be signed and returned the next day to the homeroom teacher who forwards it to the assigning teacher. Parents are given at least a 24 hour notice. Failure to return the slip results in a longer detention the following week.

### **Suspension**

Suspension is a serious disciplinary action taken against a student whose behavior indicates a pattern of inappropriate behavior or a major disciplinary infraction, both of which are contrary to the good order of the entire school community. Suspension may also be given for a one-off incident that is severe in nature. Length of suspension is measured by the severity of the offense. In-school or out-of-school suspension is at the discretion of the principal.

Any student who is suspended may not participate in any school-related activities during the school day or evening. Any student who is suspended three times during the academic year is subject to expulsion.

Formal suspension is a major step toward possible dismissal and steps are outlined in Section 5080 of the Administrative Manual of the Diocese of Paterson.

### **Expulsion**

Expulsion is considered a very serious action. Through it the Catholic school is saying either that the student's interest would be better served in another environment or that the individual's behavior is a serious threat to the school, an individual member of the school, the community, or both. The pastor and principal, with the permission of the Superintendent of Schools, Diocese of Paterson, may deem it necessary to dismiss a student. The parents of any child considered for expulsion will be notified immediately of such a consideration.

When an action by a student appears to constitute a potential case for expulsion, the child will be removed from the school environment until the principal and pastor consult with the superintendent.

### **Possible Causes of Suspension/Expulsion**

While it is not possible to enumerate or anticipate all cases that could arise, several categories of cases are listed for guidance. Other problems of equal seriousness may arise and will be treated in a similar manner.

1. Three suspensions during an academic year warrant expulsion.
2. Continued and willful disobedience
3. Open defiance of the authority of any teacher or person having authority
4. Conduct of such character as to constitute a continuing danger to the physical or mental well-being of one's self or of other people.
5. Vaping
6. Physical, mental or verbal assault on a teacher, a school employee, or a student.
7. Taking, or attempting to take, personal property or money from any person in school, by means of force or fear
8. Use of or passing on of alcohol, tobacco or any form of drugs
9. Willfully causing or attempting to cause substantial damage to school property
10. Immorality
11. Habitual use of derogatory or indecent language or conversation.
12. Parental and student harassment of another student or school employee
13. Disrespect, talking back, etc.
14. Poor attitude or an attitude not reflecting Christian values
15. Texting inappropriate material.
16. Damaging yearbooks
17. Depicting school, students or school personnel in a derogatory manner
18. Possession of firearms, explosives, weapons, knives, sharpened objects, pornographic materials, etc.
19. Cheating
20. Forgery

## **ST. VINCENT MARTYR SCHOOL IS A NON-VIOLENT SCHOOL WITH A POLICY REGARDING: BULLYING, HARASSMENT, AND INTIMIDATION CONDUCT**

Any type of harassment— verbal, mental or physical— of any student or teacher will not be tolerated. Behaviors including bullying, harassment, and intimidation by any student, faculty member, staff, or volunteer are prohibited. Any student who threatens and/or hits another student, encourages or participates in a fight, or who engages in any form of bigotry, prejudice or intolerance of any kind, toward another student or his/her family does not reflect the philosophy of St. Vincent Martyr School. This will be recognized as the serious offense that it is and will be dealt with appropriately.

The administration shall review the policy/rules on a regular basis and update or change as needed.

### **Inspection of Desks and Lockers**

All lockers, desks, etc. within St. Vincent Martyr School building are the property of the school. Although students have the privilege of using designated lockers/desks, the principal or someone designated by him/her reserves the right to inspect these lockers/desks at his/her discretion according to the guidelines provided by the Diocese of Paterson. Lockers must be locked every night. Every child must respect the property used by another and must not, in any way, violate that property by any form of intrusion.

Students must make sure each day that nothing is hanging out of his/her locker at any time. If lockers are decorated the day of a student's birthday, all decorations must be removed the day after the celebration of the birthday

### **Vandalism**

There will be a program of positive instruction on vandalism at all levels of education at St. Vincent Martyr School. Such instruction shall center on the awareness of the nature of vandalism, potential reasons for vandalism, and alleviation of those factors that promote vandalism. Students shall be clearly informed as to the consequences of vandalism both within the school and within the community at large.

Students involved in cases of vandalism are a reflection not only upon themselves and their families, but also upon the school which they attend. In order to articulate clearly the responsible standards of conduct expected of all Catholic school students, those students found guilty of vandalism on school property or on property not connected with the school, shall be subject to the punishment deemed appropriate by the school. All of this is according to Diocesan directives.

### **Playground Rules**

Students must play only within the designated areas.

1. When in the front section, the children may not go onto the rectory lawns.
2. The following equipment IS permitted on the playground:
  - playground balls
  - basketballs
  - nerf balls
  - soccer balls
  - jump rope
  - volley balls
  - school playground equipment

3. The following equipment is *NOT* permitted on the playground:
 

-handballs and hard balls of any type	-vortex balls
-Frisbees	-pogo sticks
-portable radios, CD players, etc.	-Lacrosse sticks
-Game Boys or other forms of technology that deprive children of socialization with others	
-Hard or leather footballs	-field hockey sticks
4. Children are expected to demonstrate respect for one another, teachers and playground supervisors at all times.
5. Fighting and snowball/ice ball throwing are prohibited at all times.
6. Students may NOT re-enter the school building until they have lined up with their class for purposes of re-entry. The school must know the whereabouts of each student at all times for the safety and well-being of each child.
7. In case of an emergency of any type, the student must report to the teacher on duty or the playground supervisor who will advise the child accordingly.

## **STUDENTS CODE OF CONDUCT**

The following standards of conduct are guidelines to the development of responsible, civic-minded, Christian students:

1. Exercise self-control
  - Use courteous language
  - Resolve conflicts in a mature manner
  - Be appropriately dressed and groomed
  - Be honest
  - Make choices that are ethically and morally responsible
  - Use the cell phone and social media in responsible manner
2. Demonstrate a positive attitude
  - Take a leadership role
  - Be polite
  - Be cooperative
3. Respect the rights and feelings of others
  - Behave in a manner that does not disrupt others
  - Treat others the way you wish to be treated
  - Never engage in bullying behavior
4. Take responsibility for school property
  - Show pride in your locker, desk and belongings
  - Keep the school free from trash
5. Support the learning process
  - Attend all classes on time
  - Be prepared for class
  - Complete school work and homework on your own
  - Participate in class activities
  - No cheating or sharing of homework

## **SECURITY**

Definite measures are in place to protect the children at all times. Any parent wishing to read a copy of the school's "Emergency Operation Plan" may do so by requesting a copy at the main office.

It is of utmost importance that we keep the school building secure at all times. Every school door is locked once the students enter the building. A doorbell is to the right of the front door on the right. Volunteer parents render a great service to the school by performing front desk duty. It is they who will respond to the doorbell. All parents and visitors are expected to inform the front desk person of their reason for being in the school and receive directions from that person regarding what to do. No parent is allowed in the building without signing in on a designated book in the main office.

Only school employees are allowed to go beyond the closed gate in the main office. Parents or students are not allowed to go to the teachers' mailboxes. Any materials needed to be deposited in a teacher's mailbox must be handed to one of the secretaries. Parents may not go to a classroom during the school day except for an approved school activity. A drop-off container will be placed outside the front door have for lunches or class related materials forgotten by children.

Students are *NOT* permitted to leave the building *FOR ANY REASON* during the school day unless they are adequately chaperoned by a faculty member or parent. Any child who walks out of school without permission warrants an automatic suspension and may not return to school unless accompanied by both parents.

## **DRESS CODE**

The teachers and administrators of St. Vincent Martyr School have the right and responsibility to remedy any behavior, inclusive of dress that undermines the spirit of proper school decorum. St. Vincent Martyr dress code is intended to reinforce a climate of learning, a sense of pride in one's appearance, and respect for the environment in which our students work. Refusal to adhere to the uniform policy results in consequences outlined on the referral slips.

### **Uniform Exchange**

Often parents donate to the school, pieces of the school uniform that their children have outgrown, no longer need, etc. These items are referred to as the "Uniform Exchange" encouraged to take whatever is useful to them at any time after school hours. They need not leave any uniform in exchange for what they are taking.

### **PRE-SCHOOL**

No uniform is worn by these children.

### **Kindergarten**

**\*All uniforms must be purchased from Flynn and O'Hara Uniform Co. Socks, shoes, and sneakers can be purchased at any store.**

### **Warm Weather Uniform:**

From the opening of school until Oct. 14<sup>th</sup> and from April 15<sup>th</sup> to the end of the school year:

- \*navy blue walking shorts ( elastic/button waist)
- \*white short sleeve polo shirt with logo
- \*SVMS sweat suit top may be worn with this warm weather attire if desired.
- white or navy crew socks only without any type of logo or different color stripe, design, etc. **Quarter socks and no show socks are not allowed.**
- sensible shoes (solid black, solid beige, solid brown, solid grey(not silver) or solid navy) are required. Backless shoes, sandals, slippers, boots or clogs are never permitted

### **Winter Uniform:**

From October 15<sup>th</sup> to April 14<sup>th</sup>:

- \*SVMS sweat suit/navy heavy weight sweat pant and sweat shirt with silk screen
- \*white short sleeve or long sleeve polo shirt with logo must be worn under the sweat shirt.
- sensible shoes (black, beige, brown, grey or navy) are required if not wearing the sweat suit. Backless shoes, sandals, slippers, boots or clogs are never permitted.
- white or navy crew socks only without any type of logo or different color stripe, design, etc. **Quarter socks and no show socks are not allowed.**

**Students in Kindergarten *DO NOT* wear belts.**

### **Gym Uniforms:**

From the opening of school to October 14<sup>th</sup> and from April 15<sup>th</sup> to the end of the school year:

- \*navy gym t-shirt w/ silk screen logo
- \*navy micromesh nylon gym shorts w/silk screen
- sneakers
- on gym days only white or navy crew or ankle socks without any type of logo, different color stripe, or design may be worn. **No show socks are not allowed.**

### **Gym Uniforms:**

From October 14<sup>th</sup> to April 14<sup>th</sup>:

- \*SVMS sweat suits, ( navy blue gym shirt must be worn underneath)
- sneakers.
- on gym days only white or navy crew or ankle socks without any type of logo, different color stripe or design may be worn. **No show socks are not allowed.**

**\*Must be purchased from Flynn and O'Hara  
Grades 1-3**

\*All uniforms must be purchased from Flynn and O'Hara Uniform Co. White turtlenecks, white or navy crew or knee socks, white or navy tights for girls, white or navy ankle socks (for gym only), shoes, brown, black or navy leather belts (for boys in grades 2 and 3) can be purchased at any store. Please note Flynn and O'Hara will not be selling white turtlenecks for the boys or girls or white tights for the girls but it is an option for the winter uniform. *The long sleeve polo shirt with logo from Flynn and O'Hara is also an option for the winter uniform for both girls and boys.* Girls in grades 1-3 do not have to wear tights with their winter uniform. Students must be in complete uniforms every day. The Winter uniform may not be worn all year long.

### **Warm Weather Uniform: Girls and Boys**

From the opening of school until Oct. 14<sup>th</sup> and from April 15<sup>th</sup> to the end of the school year:

- \*navy blue twill walking shorts ( Grade 1 only elastic or button)
- \*white polo shirt (long or short sleeve) with logo
- \*SVMS sweat suit top may be worn with this warm weather attire if desired.
- white or navy **crew socks only** without any type of logo or different color stripe, design, etc. **Quarter socks and no show socks are not allowed.**
- sensible shoes (solid black, solid beige, solid brown, solid grey(not silver) or solid navy) are required. Backless shoes, sandals, slippers, boots, or clogs are never permitted.
- boys in grades 2 and 3 are to wear brown, black or navy leather belts. (Optional for girls)
- **boys and girls in grade 1 do not to wear belts.**

### **Winter Uniform: Girls**

From Oct. 14<sup>th</sup> until April 15<sup>th</sup>:

- \*green plaid drop waist jumper or navy flat front girl slacks
- \*choice of white turtleneck or white polo long sleeve shirt with logo.
- \*navy v-neck sweater vest, pullover sweater, or cardigan with logo
- socks must be white or navy **crew or knee socks** only without any type of logo or different color stripe, design, etc. White or navy opaque or ribbed tights may also be worn. **Quarter socks and no show socks are not allowed.**
- only sensible **shoes** (solid black, beige, brown, grey or navy) may be worn with the above. The following shoes are not permitted: sneakers (except on gym days), backless shoes, boots, cleats, clogs, platform shoes higher than one inch, flip flops, sandals, and any other type of trendy shoe or slipper.

### **Winter Uniform: Boys**

From October 14<sup>th</sup>-April 15<sup>th</sup>:

- \*twill, navy blue pants ( grade 1 only elastic or button)
- \*white polo shirt, (long or short sleeve) with logo or white turtleneck shirt
- \* navy v-neck sweater vest, or cardigan with logo
- white or navy **crew socks only**. Socks on any given day should never include any type of logo or different color stripe, design, etc. **Quarter socks and no show socks are not allowed.** Only sensible **shoes** (solid black, solid beige, solid brown, solid grey(not silver) or solid navy) may

be worn with the above. The following shoes are not permitted: sneakers (except on gym days), backless shoes, boots, cleats, clogs, platform shoes higher than one inch, flip flops, sandals, and any other type of trendy shoe or slipper.

- boys in grades 2 and 3 only wear black, brown, or navy leather belts. **No belts in grade 1**

### **Gym Uniforms:**

From the opening of school to October 14<sup>th</sup> and from April 15<sup>th</sup> to the end of the school year:

- \*navy blue gym tee shirt w/silk screen
- \*navy micromesh nylon gym shorts (not uniform walking shorts)
- sneakers
- on gym days white or navy crew ankle socks may be worn. Socks may not have any type of logo or different color stripe, design, etc. **No show socks are not allowed.**

From October 14<sup>th</sup> to April 14<sup>th</sup>:

- \*SVMS sweat pant and sweat shirt with silk screen, (navy blue gym shirt must be worn underneath)
- sneakers.
- on gym days only white or navy crew or ankle socks may be worn. Socks may not have any type of logo or different color stripe, design, etc. **No show socks are not allowed.**

**\*Must be purchased from Flynn and O’Hara except for white turtleneck.**

### **General:**

Jewelry is not permitted with the following exceptions. A single pair of stud or small earrings (not dangling) is permitted for girls. Appropriate religious necklaces may be worn inside the collar and a single bracelet is allowed. Expensive jewelry of any type is strongly discouraged. The school will not be responsible for any lost jewelry. Make up is not permitted. Pastel/light color nail polish is permitted to be worn. Hairdos, garb, or body markings considered inappropriate or distracting by the administration (e.g. tattoos, heavy metal chains, piercing of any other body parts) cannot be worn. This applies to both boys and girls – boys are not to have fad, colored or long hair (covering ears, shirt collar). Sloppy dress (shirts and blouses not tucked in, shorts and/or skirts rolled at the waist) will not be tolerated. Uniform violations are subjected to the receiving of a referral.

If boots are worn to school they must be changed before first period and if worn out to lunch the boots must be changed immediately after.

All uniform items must be purchased at Flynn and O’Hara Uniform Company except for 6-8 sweat pants and sweat shirts which can also be ordered from Alfred’s Sports Shop in Madison. Purchasing uniform items, other than socks, shoes, sneakers, or belts from any other store is not acceptable.

### **Grades 4 and 5**

**\*All uniforms must be purchased from Flynn and O’Hara Uniform Co. . Students must be in complete uniforms every day. Winter uniforms cannot be worn all year long.**

### **Warm Weather Uniform: Girls and Boys**

From the opening of school until Oct. 14<sup>th</sup> and from April 15<sup>th</sup> to the end of the school year:

- \*navy blue twill walking shorts
- \*white polo shirt (long or short sleeve) with logo
- \*SVMS sweat suit top may be worn with this warm weather attire if desired.
- boys must wear navy, brown or navy leather belts. (optional for girls)
- white or navy **crew socks only** without any type of logo or different color stripe, design, etc. **Quarter socks and no show socks are not allowed.**
- sensible shoes (solid black, solid beige, solid brown, solid grey or solid navy) are required. Backless shoes, sandals, slippers, boots, or clogs are never permitted.

### **Winter Uniform: Girls**

From Oct. 14<sup>th</sup> until April 15<sup>th</sup>:

- \*green plaid 4 kick pleated skirt, green plaid skort or navy flat front girl slacks
- \*choice of white turtleneck, white long sleeve polo shirt with logo or button down collar shirt or blouse.
- \*navy v-neck sweater vest, pullover sweater or cardigan with logo
- socks must be white or navy **crew or knee socks only** without any type of logo or different color stripe, design, etc. **Quarter socks and no show socks are not allowed.** Navy or white opaque or ribbed tights are optional.
- only sensible **shoes** (solid black, solid beige, solid brown, solid grey or solid navy) may be worn with the above. The following shoes are not permitted: sneakers (except on gym days), backless shoes, boots, cleats, clogs, platform shoes higher than one inch, flip flops, sandals, and any other type of trendy shoe or slipper.

### **Winter Uniform: Boys**

**From October 14<sup>th</sup>-April 15<sup>th</sup>:**

- \*twill, navy blue pants
- \*white turtleneck shirt, white long sleeve polo shirt with logo
- \*navy v-neck sweater vest, pullover sweater or cardigan with logo.
- socks must be white or navy **crew socks only**. Socks on any given day should never include any type of logo or different color stripe, design, etc. **Quarter socks and no show socks are not allowed.**
- black, brown or navy leather belts only
- sensible shoes (solid black, solid beige, solid brown, solid grey or solid navy) must be worn at all times.

### **Gym Uniforms: Must be purchased at Flynn and O'Hara**

From the opening of school to October 14<sup>th</sup> and from April 15<sup>th</sup> to the end of the school year:

- \*navy blue gym tee shirt with silk screen
- \*navy micromesh nylon gym shorts with silk screen (not uniform walking shorts)
- sneakers
- white or navy ankle or crew socks only without any type of logo or different color stripe, design, etc. **No show socks are not allowed.**

From October 14<sup>th</sup> to April 14<sup>th</sup>:

- \*SVMS sweat pant and sweat shirt with silk screen (navy blue gym shirt must be worn underneath)
- sneakers.
- white or navy ankle or crew socks only without any type of logo or different color stripe, design, etc. **No show socks are not allowed.**

**\*Must be purchased from Flynn and O'Hara**

### **General:**

Jewelry is not permitted with the following exceptions. A single pair of stud or small earrings (not dangling) is permitted for girls. Appropriate religious necklaces may be worn inside the collar and a single bracelet is allowed. Expensive jewelry of any type is strongly discouraged. The school will not be responsible for any lost jewelry. Make up is not permitted. Pastel/light color nail polish is permitted to be worn. Hairdos, garb, or body markings considered inappropriate or distracting by the administration (e.g. tattoos, heavy metal chains, piercing of any other body parts) cannot be worn. Students are to be cleaned and dressed neatly, with hair trimmed conservatively. This applies to both boys and girls – boys are not to have faded, colored or long hair (covering ears, shirt collar). Sloppy dress (shirts and blouses not tucked in, shorts and/or skirts rolled at the waist) will not be tolerated. Uniform violations are subjected to the receiving of a referral.

If boots are worn to school they must be changed before first period and if worn out to lunch the boots must be changed immediately after.

All uniform items must be purchased at Flynn and O'Hara Uniform Company except for 6-8 sweat pants and sweat shirts which can also be purchased from Alfred's Sports Shop in Madison. Purchasing uniform items, other than socks, shoes, sneakers, or belts from any other store is not acceptable.

### **Grade 6-8**

**\*All uniforms must be purchased from Flynn and O'Hara Uniform Co. Students must be in complete uniforms every day.**

### **Warm Weather: Girls**

- navy 4 kick pleated skirt  
Uniform skirts are to be no higher than 3 inches above the knee.
- white short sleeve polo shirt with logo
- white or navy **crew or knee socks only**. Socks should never include any type of logo or different color stripe, design, etc. **No show socks and quarter socks are not allowed.**
- sensible shoes (solid black, solid beige, solid brown, solid grey, or solid navy) may be worn with the above. The following shoes are not permitted: sneakers (except on gym days), backless shoes, boots, cleats, clogs, platform shoes higher than one inch, flip flops, sandals, and any other type of trendy shoe or slippers. Boots can be worn to and from school only.

### **Boys**

- khaki twill walking shorts

- white short sleeve polo shirt with logo
- white or navy **crew socks only**. Socks should never include any type of logo or different color stripe, design, etc. **No show socks and quarter socks are not allowed.**
- brown, black or navy leather belts
- sensible shoes (solid black, solid beige, solid grey (not silver) or solid navy may be worn with the above. The following shoes are not permitted: sneakers (except on gym days), backless shoes, boots, cleats, clogs, platform shoes higher than one inch, flip flops, sandals, and any other type of trendy shoe or slipper.

### **From October 15<sup>th</sup> to April 14<sup>th</sup>**

#### **Girls**

- navy 4 kick pleated skirt. Uniform skirts are to be no higher than 3 inches above the knee.
- white long or short sleeve polo shirt with logo
- navy v-neck sweater vest with logo
- white or navy **crew or knee socks only**. Navy or white opaque or ribbed tights may also be worn. Socks should never include any type of logo or different color stripe, design, etc. **No show socks and quarter socks are not allowed.**
- sensible shoes (solid black, solid beige, solid brown, solid grey or navy) may be worn with the above. The following shoes are not permitted: sneakers (except on gym days), backless shoes, boots, cleats, clogs, platform shoes higher than one inch, flip flops, sandals, and any other type of trendy shoe or slipper.

#### **Boys**

- long sleeved or short sleeved polo shirt with logo
- khaki twill pants or khaki poly/cotton men's pants (from Flynn and O'Hara only)
- navy v-neck sweater vest.
- brown, black, or navy leather belt only.
- Socks must be white or navy **crew socks only**. Socks on any day should never include any type of logo or different color stripe, design, etc. **No show socks and quarter socks are not allowed.**
- shoes (solid black, solid beige, solid brown, solid grey or solid navy) may be worn with the above. The following shoes are not permitted: sneakers (except on gym days), backless shoes, boots, cleats, clogs, platform shoes higher than one inch, flip flops, sandals, and any other type of trendy shoe.

#### **Gym Clothes :**

##### **Boys and Girls/ warm weather**

- navy micromesh gym shorts ( they must be directly above the knee) Flynn and O'Hara only
- navy gym tee shirt with silk screen-from Flynn and O'Hara only
- navy or white crew or ankle socks only. They should never include any type of logo or different color stripe, design, etc. **No show socks and quarter socks are not allowed.**
- Sneakers

##### **From Alfred's Sports Shop or Flynn & O'Hara (Grades 6-8)/Cold Weather**

- open bottom or closed bottom sweat pant with eagle logo on hip in white ink
- crew neck sweatshirt with SVMS/Saint Vincent Martyr School log in white ink for incoming 6<sup>th</sup> graders. 7<sup>th</sup> and 8<sup>th</sup> graders can wear the hooded sweatshirt. This will be discontinued once the present 7<sup>th</sup> grade graduate.
- Warm weather shorts and t-shirts with school logo can be worn under the sweatsuit and be worn during gym class only.
- Sweatshirts with the Eagle ( a lower grade uniform item) are not to be worn by Middle School children.

### **MIDDLE SCHOOL PRIVILEGE**

The SVMS gym sweatshirt may be worn during the school day with the Winter uniform only. No other sweatshirt or jacket may be worn by middle school students during the school day.

#### **General:**

Jewelry is not permitted with the following exceptions. A single pair of stud or small earrings (not dangling) is permitted for girls. Appropriate religious necklaces may be worn inside the collar and a single bracelet is allowed. Expensive jewelry of any type is strongly discouraged. The school will not be responsible for any lost jewelry. Make up is not permitted. Nail polish is permitted to be worn. Hairdos, garb, or body markings considered inappropriate or distracting by the administration (e.g. tattoos, heavy metal chains, piercing of any other body parts) cannot be worn.

Students are to be cleaned and dressed neatly, with hair trimmed conservatively. This applies to both boys and girls – boys are not to have fad hair dos, colored hair or long hair (covering ears, shirt collar). Sloppy dress (shirts and blouses not tucked in, shorts and/or skirts rolled at the waist) will not be tolerated. Uniform violations are subjected to the receiving of a referral.

If boots are worn to school they must be changed before first period and if worn out to lunch the boots must be changed immediately after.

All uniform items must be purchased at Flynn and O’Hara Uniform Company except for 6-8 sweat pants and sweat shirts which can be purchased from Alfred’s Sports Shop in Madison or Flynn and O’Hara. Purchasing uniform items, other than socks, shoes, sneakers, or belts from any other store is not acceptable.

**NO OTHER SPORTS HOODIE OR SWEATSHIRT OTHER THAN THE SCHOOL ONE WITH THE SVMS LOGO IS PERMITTED TO BE WORN IN THE BUILDING. LOWER GRADE STUDENTS MAY NOT WEAR THE MIDDLE SCHOOL GYM UNIFORM, SWEATSHIRTS OR SWEAT PANTS**

### **UNIFORM COMPANY**

#### **Flynn and O’Hara**

The Pacific Pavilion Shopping Center

329 Route 46 East (at Edwards Road just past the intersection of Route 80)

Parsippany, NJ 07054

(973) 882-0833

[www.flynnohara.com](http://www.flynnohara.com)

**Alfred's Sports Shop** Main Street  
Madison, New Jersey 07940  
(973) 377-0051  
[www.AlfredsSportShop.com](http://www.AlfredsSportShop.com)

**Suburban Shoe Store** (gives 20% to SVMS families)  
5 Waverly Place  
Madison, New Jersey 07940  
973 377 2115

### **UNIFORM-FREE DAYS**

While children may wear their own clothes on special days such as birthdays, tag days\*, etc., they are expected to wear appropriate clothes to school. Inappropriate clothes are:

- Old, faded, ripped or very tight jeans, leggings, or yoga pants.
- Pajamas or lounge pants
- References on clothing that are inconsistent with Catholic faith and morals
- Items that reference drugs or alcohol, and/or songs or musical groups whose lyrics have content inconsistent with Catholic teachings
- Long, baggy t-shirts
- Strapless or thin-strapped shirts; no bare shoulders
- Crop tops that show bare skin
- Short shorts – must be at least 3 inches from the knee
- Extremely short skirts or rompers –must be at least 3 inches above the knee
- Backless shoes, flip-flops, clogs, platform shoes, slippers or high heels.
- Hats, bandanas, caps, sweatbands, hoods or head gear .

The school administration reserves the right to disallow participation in dress down activities if the clothing does not measure up to the school's standards of modesty.

***CHILDREN MUST ALWAYS WEAR SOCKS OR STOCKINGS EVEN ON TAG DAYS OR UNIFORM FREE DAYS OF ANY TYPE.***

## **BUILDING COMPLIANCE**

### **INTEGRATED PEST MANAGEMENT**

In compliance with the New Jersey Pest Management Act, Saint Vincent Martyr School has adopted an Integrated pest management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Plan.

The IPM Coordinator for Saint Vincent Martyr School is Mr. Matthis, our Plant Manager. He will oversee all activities related to IPM and pesticide use at the school. He maintains the pesticide product label, and Material Safety Data Sheet of each pesticide product that is used on school property. Parents and staff will be notified when it is deemed necessary to use pesticides to control and eliminate pests.

The IPM Plan outlines when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods to do this. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property and the environment

## **ASBESTOS MANAGEMENT PLAN**

Like most public and private schools over a certain age, Saint Vincent Martyr School maintains an Asbestos Management Plan and adheres to a strict schedule of six month and three year inspections. These inspections closely monitor any asbestos containing materials in the building, and provide for remediation should any conditions change.

Mr. Matthis oversees these inspections and reports directly to the administration.

## **LEAD IN WATER**

The Environmental Protection Agency has established an enforceable lead concentration action levels for public water supply.

Lead in drinking water sampling was performed during RAMM's June 21, 2016 visit. All results report less than the guidelines of the E.P.A. for safe drinking water. Currently drinking water is safe and poses no health hazard to building occupants.

## **SCHOOL ORGANIZATIONS**

Saint Vincent Martyr School is a school under the auspices of the Diocese of Paterson. It is incorporated in the state of New Jersey as a non-profit 501© organization. The principal is the primary building administrator (and in her absence the vice-principal.) and has oversight of the building's daily operations, personnel, academic programs, student life and discipline, auxiliary programs, school finances, and facilities.

The principal and school organizations work in partnership with the School Office of the Diocese of Paterson that is led by the superintendent of schools.

## **EDUCATION COUNCIL**

The council is established by the pastor, in accordance with diocesan policy, to assist him and the principal in the governance of the school. This council is advisory in nature and is not a policy making council. When the council meets as pastor, principal and members, and agrees on a policy matter, the decision is effective and binding on all. The council is consultative in the sense that the members cannot act apart from the pastor and principal and cannot make decisions binding on the school without the approval of the pastor and principal.

The Education Council oversees many committees. These committees are: Building and Grounds, Development, Finance, Membership, Student Life and Technology. Each committee has a chairperson, not necessarily a member of the council. Each committee, however, has on it, at least one member of the council who will report the happenings of the committee meetings to the council at its next meeting. Membership on each committee is open to parents of our school children. The only restriction placed upon membership is the limitation of numbers. Any parent who wishes to draw something to the attention of the Education Council is most welcome to do so by contacting the chairperson or any council member. The members of the council are made public through the school office at the beginning of each school year. The Constitution of the Education Council is available in the front office for anyone interested.

### **HOME SCHOOL ASSOCIATION**

The St. Vincent Martyr Home and School Association (HSA) is the parent organization, which supports the school through a variety of activities. Every year new officers are elected and their names made known through the communications packet. Regularly scheduled meetings are held throughout the year. The HSA board directs all the happenings sponsored by or under the jurisdiction of the Home and School Association. The board includes a president, vice president, secretary, treasurer, AND school principal.

The objectives of the Home and School Association are:

- To facilitate better communications and cooperation among parents and teachers through mutual understanding
- To encourage the efforts of the teaching staff
- To help parents achieve their mission as co-educators
- To give parents and teachers an opportunity to discuss and explore aspects of a child's development essential to a better handling of children
- To improve the conditions and surroundings of the students
- To generate public sentiment in the welfare of the school
- To raise money for the school

All parents are automatically members of the Home and School Association. Every year parents are expected to sign up for two or three activities. During the school year, Home and School Association meetings/gatherings are conducted. All parents are strongly encouraged to attend. The HSA also provides many opportunities for parents to volunteer (class parent, library aide) in and outside the school

The Home and School Association provides a wide range of services for the school such as a Cultural Arts programs for the children, partial payment of the end of the year class trips/activities, and so on. It conducts fundraising activities throughout the year that support these projects.

In addition, the Home and School Association is obligated to raise funds annually to support the school's total operational expenses. The HSA generously subsidizes the school each year by \$125,000.00. For the past several years, one single major fundraiser has been held. It is expected that every family will participate in this fundraiser by selling the number of tickets required by the Home and School Association, by attending the function and by supporting it in any other way possible.

A copy of the Home and School Association Constitution is available in the front office of school for anyone interested.

### **Stewardship**

Each year in the spring, prior to sending the contract to parents, the school asks a parent to consider the actual expense of educating a child at St. Vincent Martyr School. The school then informs the parent of the required tuition cost for the year. This sum is always considerably less than the actual educational cost. Parents are then asked to consider paying over and above the required tuition, an amount between the required amount and the actual cost. Any parent, who does this, gives what the school terms a "Parent Subsidy" The money collected through this channel is most helpful in strengthening the income side of the school's budget. It, consequently, lessens the amount the school must raise in other ways. It also allows for those parents who cannot afford even the minimum tuition to send their children to our school.

### **SCRIP Program**

Every family is obligated by contract to participate in the school's SCRIP Program. The SCRIP Program allows SVMS families to purchase gift cards from over 700 national and local retailers. Groceries, clothing, dining out, home improvement, even gasoline can be purchased with SCRIP. SVMS will earn between 2% and 15% from your purchase made through this program. It is a great way to make your regular family expenditure translate to monies for the school at no cost to you.

SVMS encourages families to make as many of their regular purchases as possible using SCRIP cards with a minimum requirement of \$2500 per family per year. You can purchase these cards during the school year (September-May). Alternatively, families may buy out of the SCRIP program by paying \$250 to HSA at the beginning of the school year. Any family that does not fulfill either option will be charged the \$250 buyout with an additional \$50 fine. If this is not paid, the \$300 will be added to the family's tuition the following year.

To see what the SCRIP Program is all about, go online to [www.shopwithscrip.com](http://www.shopwithscrip.com) and click on "ShopWithScrip" icon to see the list of retailers participating in the program.

### **One time registration**

To register, go to the family sign up box and create an account by following these steps:  
(NOTE: this is done one time only)

- Go online to [www.svmsnj.org](http://www.svmsnj.org)
- Click on the ShopWithScrip icon located on the left side of the screen under "links"
- Go to The Family Sign Up Box and create a shop with Scrip account
- Follow the steps to register. Our SVMS enrollment code is – 59F7L29B18734
- **FYI: Remember your username and password** for future shopping

## Placing Weekly Orders

Orders will be uploaded by SVMS every Monday morning. You can go online to place your SCRIP order at any time during the week prior to the order deadline. You go to svmsnj.org and click on the ShopWithScrip icon located on the left side of the screen under “links” and enter your username and password. Click on Shop found on the main menu bar. Now you are ready to place your order.

To place an order:

- Complete your online order by 12 midnight on SUNDAY
- Print out your order confirmation
- Return your printed ORDER CONFIRMATION and your check payable to SVMS-HSA, in your orange envelope (received at the beginning of the year) The orange envelope must be in the office NO LATER THAN 10 A.M. on MONDAY. **DO NOT SEAL THE ORANGE ENVELOPE**
- **FYI:** if you prefer, you can choose to set up a PrestoPay account and pay each time by PrestoPay. PrestoPay is like PayPal. This account is set up by you on the ShopWithScrip website. Please note that there is a \$0.39 fee per transaction. It is safe and secure. The benefit to using this option is it takes the writing of a check out of the process. You just need to return your invoice in the orange envelope.
- Your gift cards will be sent home in a yellow envelope with your **oldest child** on WEDNESDAY. The orange envelope will also be returned for you to keep until the next order.
- Remember that you can go under the REPORTS icon at anytime to track your dollars spent. All you need to do is input the parameters and click enter to see your status.

If you have any questions about this program, please contact the school office at 973 377 1104 or contact the committee chairs:

## MISCELLANEOUS

### Insurance

All students are automatically covered by the school during school hours. When an injury occurs that warrants it, the appropriate form will be sent home to the parents. If, somehow, this does not happen, the parent is asked to request the appropriate forms.

### Lunch

Lunch is ordered online through our vendor No Fuss Lunch. Parents register online and can order daily, weekly or monthly. This coming year No Fuss Lunch is offering families the opportunity to buy lunch even if not present in school. The lunch for the remote day will be given on the day that the child is in school. Visit the website at [nofusslunch.com](http://nofusslunch.com) for more details.

### Lost and Found

The Lost and Found is located in the lobby – under the table opposite the trophy cases.. If items remain unclaimed after one week, they will be donated to the poor. No lost articles will be carried from one week to the other. **It is very important that all articles of children’s clothing be marked with their names in permanent ink INSIDE THE CLOTHING, NOT ON THE OUTSIDE.** Periodically lost

and found items will be put on display in the lobby for an opportunity to claim them. If items go unclaimed for a long period of time they will be donated to the poor.

### **Uniform Exchange**

When placing uniforms in the Uniform Exchange, please do not put any uniforms except those purchased at Flynn & O'Hara. Be aware that we are no longer using khaki skirts for girls in Grade 6-8 or vests with white piping. Please make sure that the donated uniforms are clean and in good shape.

### **Custody**

In divorce situations, it is very important that parents communicate who has custody of the child attending St. Vincent Martyr School. If the court extends or limits the rights of either parent, there must be a valid court order of entry specifying these extensions or limitations. The parent (custodial or non-custodial) must produce a valid certified copy of such an order to the principal if they are seeking a right outside the usual right. It is the parent's duty to inform the school of a separation or of any court order.

Unless there is a court order to the contrary, non-custodial parents have the same rights of access to student records, under the Family Educational Rights and Privacy Act of 1974, as custodial parents. Non-custodial parents may keep abreast of school programs and receive copies of their children's report cards by requesting, in writing, to have progress information and current school information sent to them or picked up by them.

### **Appointments with School Personnel**

Appointments with the principal, teachers and staff are to be made by calling the secretary at 377-1104 ext. 202 or 203. Because of the many meetings that the principal regularly conducts or attends, it is especially important that an appointment be scheduled ahead of time.

Parents are asked *NOT* to come spontaneously before or after school to see a teacher or the principal. **An appointment is necessary.** Parents are asked *NOT* to go to a classroom, kindergarten to grade 8, to meet with a teacher before school. At no time are they to interrupt a teacher when she is on duty, such as at morning prayer, patrolling a line, doing lunch yard duty, etc.

**Parents who wish to register a complaint about a particular class or teacher must abide by the following protocol: First, make an appointment with the teacher. If further action is needed, a meeting, at which both the principal and teacher are present, may be requested. If deemed necessary, parents may further request a final meeting with the principal only. This will be done only after the first two meetings have been held without satisfaction.**

### **Etiquette for Audiences in the Happy Event that we can have School Activities**

It is important that we model for our students how to be a good audience. During a school event, please abide by the following:

- Phones turned off
- Stay in seat – no standing in the back of the gym
- Keep younger children with you

- Refrain from talking during a performance
- No calling of names
- Appropriate applause

**THIS HANDBOOK MAY BE CHANGED AT ANYTIME AT THE DISCRETION OF THE ADMINISTRATION**







