

**SAINT VINCENT MARTYR SCHOOL
FAMILY HANDBOOK
2022-2023**



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 radiates 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

Parent Signature

Parent Signature

Date

MISSION STATEMENT

Educating children in a Christ-like environment guiding them to become the best version of themselves, spiritually, academically, socially, emotionally and physically.

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

goodwill 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, submit an inquiry 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

The principal sets up a suitable time for an admissions test. Children entering Kindergarten are given an academic and social screening that tests 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 90th percentile and above on a standardized test in Math 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

Custody

Divorced or separated parents must file a court-certified copy of the custody section of the 5 - 15 divorce or separation decree with the principal's office before a child is admitted to school. The school will not be held responsible for failing to honor arrangements that have not been made known.

MEDICAL

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 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. Please check regular updates from our nurse under the Parents tab on our website.

We are pulling back for now on many of our CoVid protocols but ask that parents continue to monitor for symptoms daily.

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

Individuals regardless of vaccination status who test positive, and individuals with COVID-19 symptoms who have not been tested and do not have an alternative diagnosis from their healthcare provider must:

- Stay home for at least 5 full days after the onset of symptoms or if asymptomatic after the positive test (day of symptoms is day 0; if asymptomatic, day the test was performed is day 0) AND
- If they have no symptoms or symptoms are resolving after 5 days and are fever-free (without the use of fever-reducing medication) for 24 hours, they can return to school. These students must wear a well fitting mask, inside and outside, upon on their return for Day 6 through Day 10.

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 CoVid-19, 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 - Please refer to Nurse's Section of our Website also

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 peanuts 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, no peanuts or tree nuts, or products containing them, are permitted in any classroom. This rule applies to daily snacks. 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 bringing in snacks for special occasions. Families need to be informed at least 48 hours in advance of a treat being brought to school. Peanuts and tree nuts will not be used in any classroom activities, art projects, hallway displays, etc.

Please be aware that our lunchroom is not nut free. We do, however, provide an option of an allergy table. Please let the nurse and your child's teacher know if you would like your child to sit at the allergy table in the lunchroom.

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.

Birthday Treats (Kindergarten through 5th grade)

Just a quick reminder that classrooms are peanut/tree nut free! Students are invited to bring a special snack to share for his/her birthday. Please provide enough treats for the entire class. The snack needs to be a factory pre-packaged individual snack for each student (i.e. no dunkin donuts, trays of cupcakes, baked goods from home in a zip-lock bag, etc.) The parent who is providing a birthday treat **MUST** send an email at least 48 hours prior to the celebration to all parents of students in the class with the ingredients clearly listed for the treat. The Birthday child may wear his/her own clothes to school on the day of the celebration (see handbook for regulations). Students with July or August birthdays will be invited to celebrate their half birthday in January or February.

If Your Child Has Allergies (nut or other):

Please send in a clearly-labeled bag of pre-packaged snacks to be kept in the classroom. If there is a treat your child is able to have once receiving the ingredients email from the birthday parent, you must communicate this to the teacher or your child will be able to go to his or her snack bag or a safe treat to eat.

Most birthdays will be celebrated during snack 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 a binder fee securing a spot for the student for the upcoming year. This fee is applied to tuition at the beginning of the school year.

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 the Saint Vincent Martyr Tuition 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 for the students
- 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 and under twenty 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.

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.

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

There are separate drop-off venues for PreK and for K-8th grade.

- **Use only designated drop off locations**-For morning drop off only all pre-school families will be using the pre-school doors on Green Village Road (at the overhang). Walkers will also enter through this door in the morning
- **Drop off times for families**-Drop off time will run from 7:50am - 8:25am for K-8 students Drop off time for all pre-school families is at 8:30 am. Families who have children in PreK and K-8 are asked to come at the end of the K-8 line at 8:20AM to facilitate PreK drop off at 8:30am on Green Village Road at the door in the overhang. The PreK families are to walk their children to their teacher.

PLEASE ABIDE BY THE FOLLOWING RULES:

1. The parking lane on Green Village Road from Wilmer Street to Kings Road is reserved for PreK drop off only.
2. Children are **not permitted to come to school on bikes** as it is too dangerous in this new drop-off set up.
3. **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.
4. 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.**
5. 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 or in the ministry center parking lot. Cones will be blocking this driveway.
6. **Do not park across the street from any of the drop off locations or in the driveways of businesses across the street**-Parents are to always remain their vehicles during drop off and pick up if driving your children to school, except for pre-school families.
7. **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 a. 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.
8. **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.
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 school specific car 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 by 8:25 am.
- 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.
- Children should not be dropped off on Green Village Road to enter through the ‘walkers door’.

TARDINESS/LATENESS

School begins at 8:25am for students in grades K-8. 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 once again 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.

MAKE-UP POLICY FOR ABSENT STUDENTS

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. Concessions will be granted depending on the reason why a student is absent.

UNEXPECTED ILLNESS DURING THE SCHOOL DAY

A registered nurse is present every day from 8:30 a.m. to 2:30 p.m. If a child becomes ill or has an accident, the teacher will send the child to the nurse. 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.

DISMISSAL

The procedures are as follows:

- Pre-school will be dismissed at 11:30AM, 1:40PM and 2:40 PM at the alcove pavement area on Green Village Road. A dismissal form is not needed for preschool.
- Kindergarten will be dismissed at 2:40 pm at the **front door/main doors of the school, at the eagle statue**. No parking in the school or ministry center lot If you do not have other children to pick up, we ask you to leave as soon you have collected your Kindergartner.
- Grades 1-5 will be dismissed at 2:45 pm and Grades 6-8 will be dismissed at 2:50 pm after they say their prayers.
- **All parents must complete the dismissal form below for each of your children in grades 1-8 and return it to their respective homeroom teachers on the first day of school.** This form identifies where you will collect your child/children and who is authorized to collect your child/children.
- The pickup locations where you can collect your children are as follows:
 - o Students in the Wilmer Street line will exit from the doors next to the side playground where the basketball hoops are and walk to the sidewalk.
 - o Students in the Green Village Road line will exit from Door 1/middle school doors and walk to the sidewalk on Green Village Road.
- Meet your child/children at your cars or at the sidewalk areas...please do not wait in the parking lot or in the driveway between door 1 and sidewalk or along the grass areas. Staff will be present to monitor this.
- Once you meet up with your child/children, we ask you to please get into your car and depart. Please no congregating, playing, running and running around on the grounds,
- If on occasion you are changing your route for pick up, a note must be sent to the homeroom teacher in the morning. Please do not call the school office with this information as sometimes messages do not get to the teacher.
- **No one is to ever park anywhere in the school parking lot, ministry center parking lot, Presbyterian church lot, or the lots located on Green Village Road across the street from church.**
- No one is to ever park/block any personal or commercial driveways.
- **Please always have your children cross the street at the crossing guard corners, not in the middle of Wilmer Street, Green Village Road or Green Avenue.**
- If you arrive late for pick up, please walk to the main/front doors of the school to collect your child/children

CHILDREN WHO WALK TO AND FROM SCHOOL

Families who are walking to school are to proceed to the door on Green Village Road (at the overhang). 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 front door or middle school door to avoid pre-school dismissal who will be dismissed from the overhang area. to their family member(s) who are waiting at the designated spots. Once dismissed we ask that students walk home immediately.

CHILDREN GOING PLACES OTHER THAN HOME AT DISMISSAL

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 ensures 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 events that the school deems major.

EMERGENCY CLOSINGS

For the most part, 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 use 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 and sent through Facebook and Instagram

SCHOOL CLOSINGS AFTER SCHOOL 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.

Encouraging a personal relationship with Jesus is part and parcel of the spiritual development of each child. Children in PreK are provided with opportunities to get to know Jesus in an age-appropriate manner. Active participation in 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 PRÉPARATION

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 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.

The focus of the SVMS curriculum will be on Religion, Reading/English Language Arts, Math, Science Social Studies. The curriculum will also include Spanish, and Special Subjects including Life lessons Music, Art, Gym, Library and Theatre Arts.

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 McGrath Institute at the University of Notre Dame.

Our curriculum includes but is not limited to:

- **Religion**
- **Language Arts (Reading, Literature, Grammar, Writing, Phonics and Spelling,(Grades K-3), Uninterrupted Silent Sustained Reading(USSR), Public Speaking (Grade 6) and The Classics (Grades 5 through 8)**
- **Mathematics (Advanced Levels in Grade 4-8) * + *****
- **Social Studies**
- **Science***
- **Technology Grades PreK4 -Grade 5***
- **Spanish(PreK 4-8)**
- **Physical Education**
- **Art (Grades PreK4 through 5)**
- **Music (Grades PreK4 through 5)**
- **Performing Arts(Grades 6 through 8)**

* 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 5th -8th graders, all of the following criteria must be met**

- An A average in Math on the report card for the current year
- A RIT score on the NWEA MAP Growth particular to each grade level:
 - Grade 4** 218
 - Grade 5** 225
 - Grade 6** 230
 - Grade 7** 235
- 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 4th graders**, all of the following criteria must be met

- A RIT score of 210 on the NWEA MAP Growth 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
- Grade specific NWEA score 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 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.

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 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. 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 Learning. 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 NWEA 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, and Library:

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 6-8 are eligible to receive Honor Roll Status. Inclusion on the Honor Roll is determined by the following criteria, composed of academic and behavioral indicators:

HIGH HONOR ROLL

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 High 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 teacher 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.

Progress Reports

Progress Reports will be made available on the portal 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 receive report cards three times in the year. Grades 2 through 8 receive report cards quarterly. The grading policy is that of the Diocesan guidelines. Report cards are emailed to the parents at the end of each marking period. 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

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, 8th grade students must successfully complete course requirements for all major subjects . An 8th 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 adopted a new standardized test last 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.

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 ChromeBooks TV'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 and Apple watches 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. They will be collected in each homeroom each morning. Students are also not permitted to use cameras anywhere on the school property. Cell phones and Apple watches are never permitted in the classrooms during the school day and at Christmas or Spring Concerts, Living Stations, 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 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 teachers 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 on the 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 acts 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, the administration or the Catholic Schools Office of the Diocese of Paterson. 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 cannot 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 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
- Students must use only school-provisioned devices in school.

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 for 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 conduct 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 from 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 is 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 a 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. Pantsing

13. Parental and student harassment of another student or school employee
14. Disrespect, talking back, etc.
15. Poor attitude or an attitude not reflecting Christian values
16. Texting inappropriate material.
17. Destruction of school/church prop
18. Depicting school, students or school personnel in a derogatory manner
19. Damaging yearbooks
20. Possession of firearms, explosives, weapons, knives, sharpened objects, pornographic materials, etc.
21. Cheating
22. 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 that warrant suspension or expulsion will be reported to the diocesan lawyer. 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 the 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. No parent is allowed in the building without a prior appointment or approval of the administration.

Only school employees are allowed to go into 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 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 2022-2023

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. **Beginning this fall please note the winter uniform is an option all year for students in grades 1-8. School sweatshirts may be worn only with the winter uniform**

SOCKS

Students are to wear white or navy **crew socks** only, without any type of logo or different color stripe, design, etc. on the socks. **Quarter socks and no show socks are never allowed** with winter or warm weather uniforms. Quarter socks are allowed only on gym days. No show socks are not allowed on gym days. Black socks are not part of the SVMS school uniform. Leggings and sweats can never be worn. It is important that the correct socks are worn each day.

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 during selected times. 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. Gym uniforms can also be purchased at Alfred’s Sports Shop in Madison.

Warm Weather Uniform:

From the opening of school until Oct. 14th and from April 15th 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, moccasins, boots or clogs are never permitted. Sneakers are only allowed on gym days.

Winter Uniform:

From October 15th to April 14th:

- **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 wearing the sweat suit. Backless shoes, sandals, slippers, boots or clogs are never permitted. Boots are not allowed to be worn during the school day. They may be worn coming to school and going home and during outside play but must be changed during the school day. Sneakers may be worn on gym days.
- 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 14th and from April 15th 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 14th to April 14th:

- **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**

**** May be purchased at either Flynn and O'Hara or Alfred's Sport shop in Madison**

GRADES 1-3

All school uniforms must be purchased from Flynn and O'Hara Uniform Co. Gym uniforms can also be purchased at Alfred's Sports Shop in Madison. White turtlenecks, white or navy crew or knee socks, white or navy tights for girls, white or navy quarter 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 and cannot wear leggings or any type of pants under the jumper. Students must be in complete uniforms every day.

Warm Weather Uniform: Girls and Boys

From the opening of school until Oct.14th and from April 15th to the end of the school year or if you prefer this uniform may be worn all 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) No other type of belt is allowed.

Boys and girls in grade 1 do not to wear belts.

Winter Uniform: Girls

From Oct. 14th until April 15th:

- *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 or cardigan sweater 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. Girls may wear footless navy or white opaque tights with the same colored crew or navy socks over them. No leggings or any type of pants may be worn under the jumper.**
- sensible **shoes** (solid black, solid beige, solid brown, solid grey(not silver) or solid navy) are required. 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, slippers, moccasins, and any other type of trendy shoe.
- Sweatshirts may not be worn with this uniform

Winter Uniform: Boys

From October 14th-April 15th:

- *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, moccasins, platform shoes higher than one inch, flip flops, sandals, and any other type of trendy shoe or slipper.

- boys in grades 2 and 3 may only wear black, brown, or navy leather belts.
- **boys in grade 1 do not to wear belts.**

Gym Uniforms:

From the opening of school to October 14th and from April 15th 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.**
- SVMS seatshirt may be worn on gym days

From October 14th to April 14th:

- **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.**

**** Can also be purchased Alfred’s Sports Shop in Madison**

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. **Neon colored and dark colored nail polish is never to be worn.** Hairdos, permanently dyed hair, 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 long hair (covering ears, shirt collar). Sloppy dress: crop tops, (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. Gym uniforms 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.

GRADES 4 and 5

All uniforms must be purchased from Flynn and O'Hara Uniform Co. All gym uniforms can also be purchased from Alfred's Sports shop in Madison. Students must be in complete uniforms every day.

Warm Weather Uniform: Girls and Boys

From the opening of school until Oct. 14th and from April 15th 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. 14th until April 15th:

- *green plaid 4 kick pleated skirt 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 or cardigan sweater 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. **Girls may wear footless navy or white opaque tights with the same colored crew or navy socks over them. No leggings or any type of pants may be worn under skirts**
- 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, moccasins cleats, clogs, platform shoes higher than one inch, flip flops, sandals, and any other type of trendy shoe or slipper.
- SVMS sweatshirts may not be worn with this uniform

Winter Uniform: Boys

From October 14th-April 15th:

- *twill, navy blue pants
- *white turtleneck shirt, white long sleeve polo shirt with logo
- *navy v-neck sweater vest, or cardigan sweater 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.
- Sweatshirts may not be worn with winter uniform

Gym Uniforms:

From the opening of school to October 14th and from April 15th 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.**
- SVMS sweatshirt may be worn with gym uniforms

From October 14th to April 14th:

- **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**

****Can also be purchased at Alfred’s Sports Shop in Madison**

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. **Neon colored and dark colored nail polish is never to be worn.** Hairdos, permanently dyed hair, 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 long hair (covering ears, shirt collar). Sloppy dress: crop tops, (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. All gym uniforms can also be purchased at Alfred’s Sports Shop in Madison. Purchasing uniform items, other than socks, shoes, sneakers, or belts from any other store is not acceptable.

GRADES 6-8

***All uniforms must be purchased from Flynn and O'Hara Uniform Co. Gym uniforms may also be purchased at Alfred's Sports Shop. 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, moccasins, 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 belt
- 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, moccasins, platform shoes higher than one inch, flip flops, sandals, and any other type of trendy shoe or slipper.

From October 15th to April 14th

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**. Socks should never include any type of logo or different color stripe, design, etc. **No show socks and quarter socks are not allowed. Girls may wear footless navy or white opaque tights with the same colored crew or navy socks over them.**
- 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, moccasins, 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, moccasins, 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)**
- ****navy gym tee shirt with silk screen**
- 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

Boys and Girls/winter weather (Grades 6-8)

- ****open bottom or closed bottom sweat pant with eagle logo on hip in white ink**
- ****crew neck sweat shirt with SVMS/Saint Vincent Martyr School logo in white ink/if you want surname on back it must be purchased at Alfred's.**
- ****Warm weather shorts and t-shirts with school logo can be worn under the sweat suit and be worn during gym class only.**
- Sweat shirts with the Eagle (a lower grade uniform item) are not to be worn by Middle School children.

***Must be purchased from Flynn and O'Hara ** Can also be purchased at Alfred's Sport Shop**

MIDDLE SCHOOL PRIVILEGE

The SVMS middle school sweat shirt may be worn with any uniform.

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. **Neon colored and dark colored nail polish may be worn by middle school girls only.** Hairdos, permanently dyed hair, 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 long hair (covering ears, shirt collar). Sloppy dress: crop tops, (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. All gym uniforms can also be purchased at Alfred’s Sports Shop in Madison. 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 MIDDLE SCHOOL SVMS LOGO CREW NECK SWEATSHIRT IS PERMITTED TO BE WORN IN THE BUILDING. LOWER GRADE STUDENTS MAY NOT WEAR THE MIDDLE SCHOOL SWEAT SHIRT OR SWEAT PANTS. THE HOODIE MIDDLE SCHOOL SWEATSHIRT IS NO LONGER PERMITTED.

UNIFORM COMPANY

Flynn and O’Hara

Parsippany, NJ 07054

(973) 882-0833

www.flynnohara.co

Alfred’s Sports Shop Main Street

Madison, New Jersey 07940

(973) 377-0051

www.AlfredsSportShop.com

Suburban Shoe Store

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
- If leggings are worn, they must be accompanied by a top that comes mid-thigh
- 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 for boys and girls – 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 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 considered 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 expenditures 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 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
- 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 ShopWith Scrip 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 any time 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

At the beginning of this school year, children will be expected to bring in their own lunch. We will stagger in lunch being provided by our food service company, No Fuss Lunch. Once we transition to No Fuss, lunch will be ordered online through our vendor. Parents register online and can order daily, weekly or monthly.

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, vests with white piping or hooded middle school sweatshirts. Please make sure that the donated uniforms are clean and in good shape. These uniforms will be made available to parents at pre-announced times.

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
- No sitting on the floor in front of the stage

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

