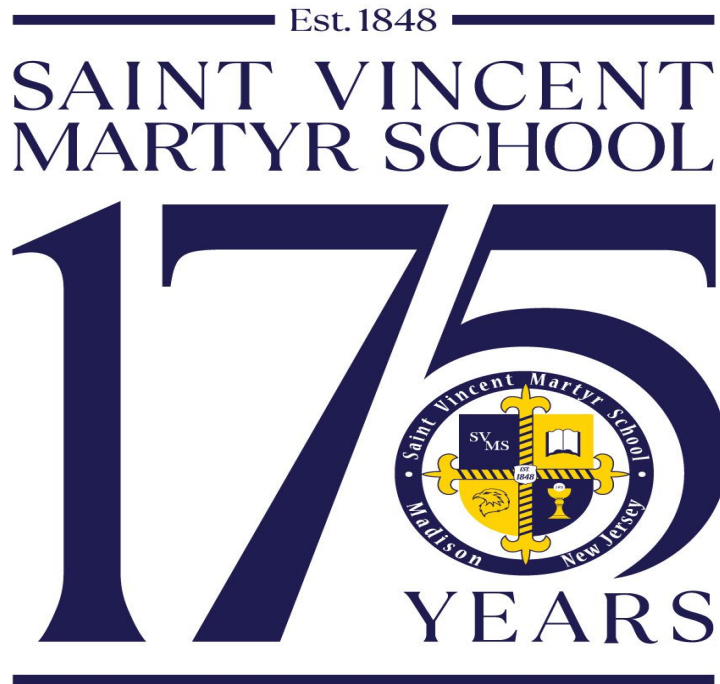


**SAINT VINCENT MARTYR SCHOOL FAMILY
HANDBOOK
2024-2025**



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 Cognia and was recognized as a School of Distinction in 2022. St. Vincent Martyr School is a NO CHILD LEFT BEHIND BLUE RIBBON SCHOOL, 2005

Updated August 2024

Table of Contents

PURPOSE OF THE FAMILY HANDBOOK.....4

A VITAL CONNECTION4

PARENT’S COMMITMENT TO CATHOLIC EDUCATION AT SVMS5

MISSION/PHILOSOPHY/HISTORY6

 MISSION STATEMENT6

 CHILDREN’S MISSION STATEMENT6

 PHILOSOPHY6

 HISTORY.....7

ADMISSIONS AND ADMINISTRATION8

 NON-DISCRIMINATION POLICY8

 ADMISSIONS PROCEDURES8

 ACCEPTANCE POLICY.....8

 CUSTODY8

 REGISTRATION.....9

 CONTRACTS9

 STEWARDSHIP9

 TRANSFER POLICY9

 CHILDREN’S RECORDS.....9

 FAMILY NAMES ON ALL COMMUNICATION WITH THE SCHOOL10

TUITION11

 TUITION ASSISTANCE PROGRAM11

 IN-PARISH AND OUT-OF-PARISH TUITION11

 TRANSPORTATION REIMBURSEMENT.....12

MEDICAL13

 MEDICATION13

 FOOD ALLERGY POLICY14

ATTENDANCE16

 ABSENCES16

 TARDINESS/LATENESS16

 VACATIONS WHILE SCHOOL IS IN SESSION16

 MAKE-UP POLICY FOR ABSENT STUDENTS.....16

 UNEXPECTED ILLNESS DURING THE SCHOOL DAY16

 REQUESTS FOR EARLY DISMISSALS16

ARRIVAL/DISMISSAL PROCEDURES18

 ARRIVAL PROCEDURES18

 DISMISSAL PROCEDURES19

 CHILDREN WHO WALK FROM SCHOOL.....19

 CHILDREN GOING PLACES OTHER THAN HOME AT DISMISSAL19

EMERGENCY CLOSINGS20

STUDENT LIFE.....21

 SPIRITUAL LIFE.....21

 SACRAMENTAL PREPARATION.....21

 STUDENT CODE OF CONDUCT.....21

 BEHAVIOR.....22

 BULLYING POLICY.....22

 DISCIPLINE AND SELF DISCIPLINE AT SAINT VINCENT MARTYR SCHOOL.....24

 REFERRAL SYSTEM/BEHAVIOR TICKET.....25

 DETENTION.....25

 SUSPENSION AND EXPULSION.....25

INSPECTION OF DESKS AND LOCKERS	26
PLAYGROUND RULES	26
ETIQUETTE FOR AUDIENCES AT SCHOOL EVENTS.....	27
VANDALISM	27
FIELD TRIPS.....	28
LOST & FOUND	28
DRESS CODE	29
UNIFORM POLICY	29
COMPLIANCE	29
SUMMER/WINTER UNIFORMS	29
OBTAINING UNIFORMS	29
RULES FOR ALL STUDENTS (K-8)	30
PRE-SCHOOL	31
KINDERGARTEN	31
GRADES 1-3	32
GRADES 4-5	33
GRADES 6-8	34
ACADEMIC LIFE.....	35
ACADEMIC INTEGRITY.....	35
CURRICULUM.....	35
ADVANCED MATH	36
EXAMS	36
HOMEWORK.....	36
GRADING SYSTEM GRADES 4-8.....	37
REPORT CARDS.....	37
ASSESSMENTS.....	38
EXPECTATIONS OF CHILDREN'S WORK.....	38
PROMOTION/RETENTION.....	38
STANDARDIZED TESTING	39
ACRE TESTING.....	39
CHILDREN EXPERIENCING ACADEMIC DIFFICULTY.....	39
APPOINTMENTS WITH SCHOOL PERSONNEL.....	39
PARENT TEACHER CONFERENCES	40
TECHNOLOGY.....	41
CELL PHONES/ELECTRONIC DEVICES.....	41
COMPUTER RIGHTS AND RESPONSIBILITIES FOR STUDENTS AT SAINT VINCENT MARTYR SCHOOL.....	42
OTHER THINGS YOU SHOULD KNOW ABOUT WHAT YOU SHOULD AND SHOULDN'T DO ONLINE	44
POLICY ON VIDEO AND AUDIO RECORDING	44
BUILDING COMPLIANCE.....	46
ASBESTOS MANAGEMENT PLAN.....	46
INTEGRATED PEST MANAGEMENT	46
LEAD IN WATER	46
PLAYGROUND.....	46
QUALITY OF LIGHTING	46
SECURITY	46
SCHOOL ORGANIZATIONS & PROGRAMS.....	48
EDUCATION COUNCIL	48
HOME SCHOOL ASSOCIATION.....	48
RAISERIGHT PROGRAM (FORMERLY SCRIP).....	49
SIMPLY GOURMET (SCHOOL LUNCH)	49

PURPOSE OF THE FAMILY HANDBOOK

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

PARENT'S 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. I commit myself to supporting them in every way possible and acknowledging them as important people in my child's educational development.

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

- I will model respectful 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.

MISSION/PHILOSOPHY/HISTORY

MISSION STATEMENT

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

CHILDREN'S MISSION STATEMENT

We are the children of God and our mission at Saint Vincent Martyr School is to develop my mind, body, heart, and soul with Jesus always at my side.

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

Saint Vincent Martyr School celebrates 175 years in 2023. 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."*

ADMISSIONS AND ADMINISTRATION

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

The window to accept new students is ordinarily open from November through June of a 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:

- Student's birth certificate as proof of age
- Student's Baptismal certificate
- Certification of any other Sacrament the child may have received
- Health records from previous school
- 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. An incoming student in 4th through 8th grade can test into Advanced Math. This placement test is ordinarily administered the first week of school.

ACCEPTANCE POLICY

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

- In-school families
- Out of school parish families
- Out of school, non-parish families who come from a Catholic parish that does not have a school
- Catholic families moving into the area from another Catholic school
- 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 clarifying the rights and responsibilities of each parent in relation to their child's education. The school will not be held responsible for failing to honor arrangements that have not been made known to the principal. Without a court order, the school will treat both parties equally giving access to all information and records to both.

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.

Parents in a divorce or separation situation are never to pull school personnel into family matters. The role of the school is to provide the best education to all children who cross the threshold of the school.

REGISTRATION

A non-refundable fee of \$200 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. A signed hard copy of the contract 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.

STEWARDSHIP

Each year in the spring, prior to sending the contract to parents, the school asks a parent to consider the actual expense of educating a child at St. Vincent Martyr School. The school then informs the parent of the required tuition cost for the year. This sum is always considerably less than the actual educational cost. Parents are then asked to consider paying over and above the required tuition, an amount between the required amount and the actual cost. Any parent, who does this, gives what the school terms a "Parent Subsidy." The money collected through this channel is most helpful in strengthening the income side of the school's budget by lessening 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.

TRANSFER POLICY

When transferring a child out of St. Vincent Martyr School, 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:

- Name and grade of child
- Reason for transfer
- Name and address of new school
- 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 to the new school. 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.

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.

FAMILY NAMES ON ALL COMMUNICATION WITH THE SCHOOL

Where the child's last name is different from one or both of their parents, please be sure to include their last name in all communications with the school. Not doing so causes confusion and time spent in determining the name associated with the child.

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 **BLACKBAUD** program. Parents indicate on their contract how they are going to pay tuition through **BLACKBAUD**. 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 **BLACKBAUD** database for payment processing. Personnel from **BLACKBAUD** provide parents with payment invoices and provide customer support through a 24/7/365 service 800 468 8996. 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 **BLACKBAUD**. Please be aware that tuition payments are expected to be paid on the date(s) designated in the **BLACKBAUD** agreement. The school will immediately contact parents if their tuition payments are reported as delinquent by **BLACKBAUD** at which time the outstanding tuition installment is expected to be paid. Because Saint Vincent Martyr School has outsourced the collection of tuition to **BLACKBAUD**, we have no authority to waive late fees that are incurred when tuition payments are past the due date.

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 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.

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 AND OUT-OF-PARISH TUITION

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

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.

MEDICAL

All students are automatically covered by the School's 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.

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.

Every child in PreK - 8th grade is required to have an annual physical examination done by their physician. This exam certifies that the student is cleared to participate in sports at our school as well as physical education classes during the school year. Students in Grades PK-5 must provide a completed Universal Child Health Record. An immunization record must accompany this form. Students in Grades 6-8 must provide a completed Annual Pre-Participation Physical Examination Form. An immunization record must accompany this form.

These forms are 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.

Routine screenings, such as eye examinations, hearing exams and height and weight are completed throughout the year. SVMS has 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. Because a child with an active head lice infestation has likely had the infestation for a month or more by the time it is discovered, he or she should be allowed to remain in class but is discouraged from close, direct head contact with others. The child's parent or guardian will be notified of the infestation that day by telephone, or by a note sent home with the child at the end of the school day. The parent or guardian will be advised that prompt proper treatment is in the best interest of the child and his or her classmates. Other children in the class and school who have had direct contact with the child with lice should also be checked.

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.

MEDICATION

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. **Please see below exception regarding epi-pens.*

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.

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. 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.

It is very important that parents do not give children fever-reducing medications before coming to school. This is a very strong mandate as we strive to keep our students with us as long as possible.

FOOD ALLERGY POLICY

This information is also included in the Nurse's Section of our website

SVMS is committed to student safety and well-being. This policy is intended to reduce the risk that any child with food allergies will have an allergy-related event/emergency. While the School cannot guarantee that a student will never experience an allergy-related event at school, it has implemented procedures to reduce the risk of exposure to food allergens at school and during school-sponsored activities, and to respond to incidents of life-threatening allergic reactions. The risk of accidental exposure to food allergens can be reduced in the school setting if the School, students, parents, and healthcare providers work together to minimize risks of exposure.

SVMS is a Tree Nut- and Peanut-Conscious School.

CLASSROOMS

All SVMS classrooms are peanut- and tree nut-free. No food items containing peanuts/tree nuts or made in a facility/manufacturing line with any kind of nut are allowed. This includes food items for children's snack time, birthday treats, holiday parties and celebrations, crafts, party favors and take-home items for Valentines, Christmas, Halloween, etc. This applies to ALL classrooms; preschool through 8th grade.

LUNCH: Preschool and Kindergarten children eat lunch in their classroom. ALL items in their lunch must be peanut- and tree nut- free and not made in a facility or manufacturing line with any kind of nut.

CAFETERIA: The SVMS cafeteria is not nut-free. There are designated lunch tables for the children who have an allergy plan for nut or other food allergies. Food allergy parents may opt out of the requirement for their child to sit at this table by submitting a signed, written letter to that effect to the School.

SVMS' lunch provider, Simply Gourmet, only uses products that are free of nut ingredients.

SNACKS: All children eat snacks in their classrooms. ALL food items must be peanut- and tree nut- free and not made in a facility or manufacturing line with any kind of nut.

FIELD TRIPS: ALL food items brought on field trips must be peanut- and tree nut- free and not made in a facility or manufacturing line with any kind of nut.

BIRTHDAY TREATS/STAR STUDENT/CELEBRATIONS: No homemade food items are ever allowed as birthday treats, for class parties and celebrations, etc. ALL food items must be peanut- and tree nut- free and not made in a facility or on a manufacturing line with any kind of nut. ALL food items must be factory individually wrapped. Examples of acceptable food items include individually wrapped packages of certain Oreos, individual bags of certain

chips/popcorn, or individual servings of certain Italian Ice. Examples of unacceptable food items include *family size* trays of Oreos, boxes of donuts, and trays of bakery items (including trays of “School Safe cupcakes”).

**** 48 hours prior to any food being shared at school (e.g. birthdays, star student celebrations or class parties), a clear image of the ingredient list of any food item must be sent to the entire class by the parent/teacher providing the food. This gives any family with an allergy time to read over the ingredient list and send in an alternative snack if necessary. ****

Advanced notice about food being shared at school is critical not only for students with peanut and tree nut allergies, but also for students with other food allergies, celiac disease, diabetes and more.

No food items may be sent to school or sent home with the children in the form of goodie bags, party favors, holiday gifts, prizes, etc. This includes (but is not limited to) Valentines, Halloween, etc. Valentines with non-food items such as pencils and stickers are okay.

HSA/SVMS Events

HSA and SVMS school events that take place during regular school hours must only provide food items that are peanut- and tree nut- free and not made in a facility or on a manufacturing line with any kind of nut. This includes events that take place in the classroom, on the playground, in the gym, Dodge Field, and anywhere on campus. Examples of such events include preschool playdates, back to school snack, Kindergarten graduation, Field Day, etc.

HSA and SVMS school events that take place outside of regular school hours (generally evening and weekend ticketed or post-church events) may serve food items that contain peanuts and tree nuts, but HSA must provide appropriate peanut- and tree nut- free food options. These events must have a separate area to serve peanut- and tree nut- free food items, keep these food items in their original packaging (with ingredient labels intact) and have an allergy-educated adult monitor that area to reduce the risk of cross contamination. Examples of such events include Breakfast with Santa, Family Night, Catholic Schools Week Breakfast, concessions for athletic events & school plays, etc.

FOOD ALLERGY FAMILY’S ROLE

- Notify the School of the child’s allergies.
- Provide written medical documentation, instructions, and medications as directed by a healthcare provider. A FARE (Food Allergy & Anaphylaxis Emergency Care Plan) form must be completed.
- Provide properly labeled medications in the original pharmacy container and promptly replace medications after use or upon expiration.
- Educate the child in the self-management of their food allergy including:
 - safe and unsafe foods;
 - strategies for avoiding exposure to unsafe foods;
 - symptoms of allergic reactions;
 - how and when to tell an adult they may be having an allergy-related problem;
 - how to read food labels (age appropriate).
- Review policies and procedures with the School Nurse, the child’s healthcare provider, and the child (if age appropriate) after a reaction has occurred.
- Provide current emergency contact information and update regularly.
- Notify the School Nurse if the child is allowed to eat lunch at a regular table in the cafeteria (where other students may be eating products containing peanuts, tree nuts and other allergens).
- Provide a clearly labeled bag of factory individually wrapped treats/snacks to be kept in the classroom.
- Review ingredient labels shared by parents/teachers of class snacks, celebrations, birthday treats, etc. and notify the child’s teacher prior to the day of the party whether their child can eat the provided snack or must use one from their provided bag of treats/snacks.

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 and parents will be notified when an issue arises with attendance. 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 email the school nurse and the child’s homeroom teacher by 8:30A.M. if a child will be absent, even if the reason for the absence is not illness-related. This email must include the reason for the absence.

State and Diocesan regulations require each student in Kindergarten through 8th Grade to attend school for 180 days.

TARDINESS/LATENESS

School begins at 8:30 am 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 classroom. 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. These days can have a major impact on the 16 total allowable days absent for students. 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.**

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. 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.

ARRIVAL/PICKUP PROCEDURES

ARRIVAL PROCEDURES

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

PreK

Drop off time for all pre-school families is at 8:20 am. For morning drop off, pre-school families use the pre-school doors on Green Village Road (at the overhang). Families are asked to park their cars and walk their children to their teacher. PreK families who have children in K-8, should drop their older children via the procedures outlined below, after which they can then drop of their preschoolers.

K-8th Arriving by Car

Drop off time for students arriving by car will run from 8:00am - 8:25am for K-8 students. Please use the car line located in the front of the school on Wilmer Street.

K-8th Walking to School

Drop off time for students who walk to school will run from 8:00am – 8:25am. Families who are walking their children 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.

PLEASE ABIDE BY THE FOLLOWING RULES:

- The parking lane on Green Village Road from Wilmer Street to Kings Road is reserved for PreK drop-off only.
- Children are not permitted to come to school on bikes, as it is too dangerous.
- 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.
- 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.
- 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.
- 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 in their vehicles during drop off if driving your children to school, except for pre-school families.
- 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. There will be a designated emergency lane in the event it is needed, however, we ask everyone to remain in the car line until the car in front of you moves forward.
- **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 in a car on Green Village Road or anywhere else to enter through the 'walkers' door'.

DISMISSAL/PICKUP PROCEDURES

There are separate dismissal times and pickup procedures for PreK, K, Grades 1-5, and Grades 6-8.

PreK: Pre-school will be dismissed at 11:30AM, 1:30PM and 2:40PM at the alcove pavement area on Green Village Road. Families are to walk up to this area to collect their child/children from their teacher(s). A dismissal form is not needed for preschool children.

Kindergarten: Kindergarten children will be dismissed at 2:40 pm at the **front door/main doors of the school, at the eagle statue**. The teachers will release the child when the child sees his/her parent outside of the door. For Kindergarten pickup, parents must park on the street. There is **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 as you have collected your Kindergarten.

1st-8th being picked up by an adult

Grades 1-8 will be dismissed at the following times:

- Grades 1-5 will be dismissed at 2:45pm
- Grades 6-8 will be dismissed at 2:50pm after the end-of-the-day prayers are recited
- The teachers will release the child when the child sees his/her parent or designated pickup adult. There is no parking in the school or ministry center lot. Once children have been picked up, we ask you to leave the premises.

Children will be dismissed from their designated dismissal location. **All parents must complete the dismissal form 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. If there is ever a change to this form, please let your child's homeroom teacher know.

The pick-up locations where you can collect your children are as follows:

- Students in the Wilmer Street line will exit from the doors next to the side playground where the basketball hoops are and walk to their parents on the sidewalk.
- Students in the Green Village Road line will exit from Door 1/the middle school doors and walk to their parents on the Green Village Road area.

CHILDREN WHO WALK FROM SCHOOL

Parents can indicate that their child has permission to walk home on their dismissal form and choose from which location the children should be dismissed. All children who have permission to walk home will be dismissed at the same times as noted above. 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.

EMERGENCY CLOSINGS

For the most part, St. Vincent Martyr School follows the Madison School District policy in announcing emergency school closings.

INSTANT ALERT SYSTEM/AP NOTIFY

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 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.

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 PREPARATION

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

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

No child is eligible for The Sacrament of Reconciliation and The Sacrament of Holy Eucharist unless he/she is a baptized Catholic. Any parent wishing a child (family) to become Catholic is asked to consult with the Parish Office.

STUDENT CODE OF CONDUCT

***Students will be made aware of the following code of conduct at the beginning of the school year, and students in grades 3-8 will be required to sign the code of conduct, indicating their understanding.**

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

- 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
- Demonstrate a positive attitude
- Take a leadership role
- Be polite

- Be cooperative
- 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
- Take responsibility for school property
- Show pride in your locker, desk and belongings
- Keep the school free from trash
- 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

BEHAVIOR

Saint Vincent Martyr School is under the auspices of the Diocese of Paterson and follows policies provided by them, including the following:

5074 DIOCESE OF PATERSON/SAINT VINCENT MARTYR SCHOOL BULLYING AND 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.

BULLYING POLICY

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** mean 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
- 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 and before going home. 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 school counselor. 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 deemed necessary, the incident will be reported to the local police and the diocesan attorney who will file a report with the Morris County Prosecutor’s Office.

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 along with the local police.

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. The child(ren) will have to remain at home until a conclusion is reached in this collaboration. If a bully incident or cyberbullying incident happens outside of school hours, the school does not get involved unless it interferes with teaching and learning.

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/BEHAVIOR TICKET

Teachers in Grades 4-8 have instituted a Referral System for disciplinary purposes. The teachers in Grades K-3 use a Behavior ticket. The systems are age appropriate and incident appropriate. These forms can be viewed online and will be presented to the students at the beginning of the school year.

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 AND EXPULSION

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.

- Three suspensions during an academic year warrant expulsion
- Continued and willful disobedience
- Open defiance of the authority of any teacher or person having authority
- 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
- Vaping
- Physical, mental or verbal assault on a teacher, a school employee, or a student
- Taking, or attempting to take, personal property or money from any person in school, by means of force or fear
- Use of or passing on of alcohol, tobacco or any form of drugs
- Willfully causing or attempting to cause substantial damage to school property
- Immorality
- Habitual use of derogatory or indecent language or conversation
- Habitual use of racial and/or homophobic slurs
- Pulling down the pants of another student
- Parental and student harassment of another student or school employee
- Disrespect, talking back, etc.
- Poor attitude or an attitude not reflecting Christian values
- Texting inappropriate material
- Destruction of school/church property
- Depicting school, students or school personnel in a derogatory manner
- Damaging yearbooks
- Possession of firearms, explosives, weapons, knives, sharpened objects, pornographic materials, etc.
- Cheating
- Forgery

ST. VINCENT MARTYR SCHOOL IS A NON-VIOLENT SCHOOL WITH A POLICY REGARDING BULLYING, HARASSMENT, AND INTIMIDATING 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.

PLAYGROUND RULES

Students must play only within the designated areas. When in the front section, the children may not go onto the rectory lawns. Children are expected to demonstrate respect for one another, teachers and playground supervisors at all times. Fighting and snowball/ice ball throwing are prohibited at all times. 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. 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.

- The following equipment is permitted on the playground:
 - Playground balls
 - Basketballs
 - Nerf balls
 - Soccer balls
 - Jump rope
 - Volleyballs
 - School playground equipment
- The following equipment is *NOT* permitted on the playground:
 - Handballs and hard balls of any type
 - Vortex balls
 - Frisbees
 - Pogo sticks
 - Air pods, cell phones, etc.
 - Lacrosse sticks
 - Game boys or other forms of technology that deprive children of socialization with others
 - Hard or leather footballs
 - Field hockey sticks

ETIQUETTE FOR AUDIENCES AT SCHOOL EVENTS

During the course of the year, children are expected to participate in several mandatory evening events, including but not limited to the Christmas and Spring Concerts for students in Kindergarten – Grade 5. Parents are advised of these dates on the school calendar. **Parents are expected to prioritize these events.** As 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.

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
- No sitting on the floor in front of the stage
- No running around the gym

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.

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.

LOST & 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 or the Uniform Exchange. 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.

DRESS CODE

UNIFORM POLICY

All students must report to school each day in the correct uniform. SVMS faculty and administration are responsible for enforcing the uniform policy outlined below. Where certain clothing items not enumerated below are deemed inappropriate or distracting to our students' education, SVMS faculty and/or administration has a responsibility to bring those instances to the attention of students and their families.

COMPLIANCE

A student's failure or refusal to adhere to the uniform policy will result in the following consequences.

- The first time a student is deemed not in compliance with the uniform policy, verbal notification will be issued to the student followed by an email to the parent(s) or guardian(s).
- The second time a student is deemed not in compliance with the uniform policy, the parent(s) or guardian(s) will be contacted to bring the correct items that day.
- Where a child cannot meet uniform requirements due to a medical or some other reason, a parent and/or guardian must send a note with the child providing the reason.

SUMMER/WINTER UNIFORMS

SVMS rotates between a "warm weather" uniform and a "cold weather" uniform during the school year as follows:

- Summer "Warm Weather" Uniform: starts on the first day of school
- Winter "Cold Weather" Uniform: starts on 10/16
- Summer "Warm Weather" Uniform: resumes on 4/16

Exceptions: During the summer uniform period, students may wear the winter uniform at their discretion. During the winter uniform period, if the temperature is expected to exceed 70 degrees, students may wear their summer uniform on those days.

OBTAINING UNIFORMS

Uniforms can be obtained from an authorized retailer (new) or for free from the SVMS Uniform Exchange (gently used), as outlined below. Uniforms (including navy and khaki pants/shorts) obtained from unauthorized retailers (e.g. Land's End, Target, etc.) constitute a violation of the SVMS Uniform Policy.

- **SVMS Uniform Exchange** is located in the closets at the back of the school stage. Families in need of uniforms are encouraged to take whatever is useful to them during publicized Uniform Exchange events. Families can donate gently used items (freshly washed and without holes, rips, stains or discoloration) to the Uniform Exchange. It is not required to donate items in order to take items from the Uniform Exchange.
- **Flynn and O'Hara** (www.flynnohara.com), Parsippany, NJ, 973-882-0833
- **Alfred's Sports Shop** (gym uniforms only) (www.AlfredsSportShop.com) 32 Main St., Madison, NJ, 973-377-0051
- **Suburban Shoe Store** (5 Waverly Pl., Madison, NJ, 973-377-2115), carries shoes that meet our uniform requirements. However, school shoes and sneakers can be purchased from any retailer.

RULES FOR ALL STUDENTS (K-8)

1. **Socks:** Students are to wear white or navy crew socks only, without any logos, stripes, designs, etc. Crew socks should reach mid-way between the knee and ankle. Quarter socks, ankle socks, and no-show socks are not allowed, even on gym days. Girls may wear tights or knee socks (white or navy, opaque or ribbed) in lieu of crew socks with winter uniforms. Socks are required every day, including Tag Days and Spirit Days.
2. **Shoes:** Students must wear sensible shoes in the following colors: solid black, solid beige, solid brown, solid gray, or solid navy. Shoes with laces must be tied. Students may wear sneakers on gym days. Students may not wear backless shoes, boots, cleats, clogs, moccasins, platform shoes higher than one-inch, flip flops, sandals, or slippers. If rain or winter boots are worn to school, school shoes must be put on before first period, and if worn at recess, before the next period begins.
3. **Sweater Vests, Cardigans, and Sweatshirts:**
 - Kindergarteners do not wear the uniform sweater vest or cardigan, but may wear their gym sweatshirt year-round.
 - Grades 1-5 must wear the uniform vest or cardigan with their winter uniform. They may only wear their uniform sweatshirt with their winter or summer gym uniform. **They may also wear their sweatshirt with the summer daily (walking short) uniform.**
 - Grades 6-8 have the privilege of wearing the middle school gym sweatshirt year-round with their summer and winter uniforms and their gym uniforms. They may also wear the uniform vest or cardigan with their summer and winter uniforms.
4. **Belts:** Boys in Grades 2-8 must wear black, brown or navy leather belts with walking shorts and pants. No other belt type is allowed. Belts are not to be worn by boys in Grade 1 or Kindergarten.
5. **Tuck It In:** Uniform shirts and blouses must be tucked in.
6. **No Rolling:** Students may not roll their shorts or skirts.
7. **Jewelry, Watches and Bodily Markings:** Girls may wear a single pair of stud or small earrings; long, dangling earrings are not permitted. Boys may not wear earrings. Boys and girls may only wear appropriate necklaces inside the collar and a single bracelet. No other jewelry may be worn. Expensive jewelry is strongly discouraged. The school will not be responsible for any lost jewelry. Watches that connect to the internet are discouraged and will be collected each morning with phones. Any bodily markings considered inappropriate or distracting by the administration (e.g. tattoos, non-ear piercings) may not be worn.
8. **Make-up:** Make-up is not permitted for students in Grades Kindergarten-5. Middle School students may wear natural-looking concealer/foundation. No eye make-up, lipstick/gloss or blush may be worn.
9. **Hair:** Boys must keep their hair neat, out of their eyes, and cut above their shirt collar. Girls must keep their hair neat and out of their eyes. Dyed hair or wild hairstyles are not permitted for any student. Girls may wear plain hairbands. Bandanas, decorative hairbands, scarves, etc. may not be worn with any uniform.
10. **Labels:** Please label all sweaters, jackets and sweatshirts with the student's name. The school is not responsible for lost items. Periodically, unclaimed lost and found items are donated to Catholic Charities.
11. **Spirit Days:** On days that are designated as Spirit Days, students may wear any SVMS spirit-wear shirt, blue or gold shirt, or SVMS spirit-wear sweatshirt with either their gym shorts (during summer uniform dates) or their gym sweatpants (during winter uniform dates). Sneakers or uniform shoes must be worn with uniform socks.
12. **Uniform Free/Tag Days:** Some days will be designated as uniform free/tag days. While children may wear their own clothes on these special days, their attire must be appropriate. The school administration reserves the right to disallow participation in dress down activities if clothing does not meet the school's standards of modesty. The following are examples of inappropriate clothing:
 - Old, faded, ripped or very tight jeans;
 - Leggings/yoga pants (unless they are worn with a top that ends mid-thigh;)
 - Pajamas or lounge pants;
 - References on clothing that are inconsistent with Catholic faith and morals;
 - Items that reference drugs, alcohol, or songs/musical groups whose lyrics are inconsistent with Catholic teachings;
 - Tank tops, strapless or thin-strapped tops (bare shoulders);

- Crop tops (bare midriff);
- Short shorts. Shorts must fall mid-thigh (halfway between the knee and the top of the leg) for boys and girls of all grade levels. Shorts may only be worn during summer uniform dates;
- Short skirts, skorts, and/or rompers. These items must fall mid-thigh, which is halfway between the knee and the top of the leg;
- Backless shoes, flip-flops, clogs, platform shoes, slippers or high heels;
- Hats, bandanas, caps, sweatbands, or head gear. When wearing a hooded sweatshirt, the hood may not be worn over the head.

PRE-SCHOOL

There is no uniform for our pre-school students; however, clothing must be appropriate.

KINDERGARTEN

	SUMMER DAILY UNIFORM	SUMMER GYM UNIFORM
GIRLS	<ul style="list-style-type: none"> • Navy blue twill walking shorts with elastic or button waist • White short- or long- sleeve polo shirt with logo • Optional school sweatshirt with SVMS logo 	<ul style="list-style-type: none"> • Navy gym t-shirt with SVMS logo • Navy micromesh gym shorts with SVMS logo • Optional school sweatshirt with SVMS logo
BOYS	<ul style="list-style-type: none"> • Navy blue twill walking shorts with elastic or button waist • White short- or long- sleeve polo shirt with logo • Optional school sweatshirt with SVMS logo 	
	WINTER DAILY UNIFORM	WINTER GYM UNIFORM
GIRLS	<ul style="list-style-type: none"> • Navy gym sweatpants with SVMS logo • White short- or long- sleeve polo shirt with logo • Optional school sweatshirt with SVMS logo 	<ul style="list-style-type: none"> • Navy gym t-shirt with SVMS logo • Navy gym sweatpants with SVMS logo • Optional school sweatshirt with SVMS logo
BOYS	<ul style="list-style-type: none"> • Navy gym sweatpants with SVMS logo • White short- or long- sleeve polo shirt with logo • Optional school sweatshirt with SVMS logo 	

- See above for rules related to socks, shoes, accessories, etc.

GRADES 1-3

	SUMMER DAILY UNIFORM	SUMMER GYM UNIFORM
GIRLS	<ul style="list-style-type: none"> • Navy blue twill walking shorts with button waist (Grade 1 may wear elastic waist) OR green plaid drop-waist jumper • White short- or long-sleeve polo shirt with logo OR white Peter Pan collar blouse only if wearing the jumper • Optional gym sweatshirt with SVMS logo if wearing twill shorts OR navy cardigan sweater with SVMS logo if wearing jumper 	<ul style="list-style-type: none"> • Navy gym t-shirt with SVMS logo • Navy micromesh gym shorts with SVMS logo • Optional school sweatshirt with SVMS logo
BOYS	<ul style="list-style-type: none"> • Navy blue twill walking shorts with button waist (Grade 1 may wear elastic waist) • White short- or long-sleeve polo shirt with logo • Optional gym sweatshirt with SVMS logo • Grades 2-3 must wear brown, black or navy leather belt. Grade 1 may not wear a belt 	

	WINTER DAILY UNIFORM	WINTER GYM UNIFORM
GIRLS	<ul style="list-style-type: none"> • Green plaid drop-waist jumper or navy flat front girl's slacks • White Peter Pan collar blouse, white short- or long-sleeve polo shirt with SVMS logo, or white turtleneck • Navy cardigan sweater with SVMS logo 	<ul style="list-style-type: none"> • Navy gym sweatpants with SVMS logo • Navy gym t-shirt with SVMS logo • Optional school sweatshirt with SVMS logo
BOYS	<ul style="list-style-type: none"> • Twill navy pants with button waist (Grade 1 may wear elastic waist) • White short- or long- sleeve polo shirt with SVMS logo or white turtleneck • Navy v-neck sweater vest or navy cardigan sweater with SVMS logo • Grades 2-3 must wear brown, black or navy leather belt 	

- See above for rules related to socks, shoes, accessories, etc.

GRADES 4-5

	SUMMER DAILY UNIFORM	SUMMER GYM UNIFORM
GIRLS	<ul style="list-style-type: none"> • Navy blue twill walking shorts or green plaid pleated skirt or skort • White short- or long-sleeve polo shirt with SVMS logo • Optional gym sweatshirt with SVMS logo if wearing twill shorts OR optional navy v-neck sweater vest/navy cardigan sweater with SVMS logo if wearing skirt 	<ul style="list-style-type: none"> • Navy gym t-shirt with SVMS logo • Navy micromesh gym shorts with SVMS logo • Optional school sweatshirt with SVMS logo
BOYS	<ul style="list-style-type: none"> • Navy blue twill walking shorts • White short- or long-sleeve polo shirt with SVMS logo • Optional gym sweatshirt with SVMS logo • Brown, black or navy leather belt 	

	WINTER DAILY UNIFORM	WINTER GYM UNIFORM
GIRLS	<ul style="list-style-type: none"> • Green plaid pleated skirt or skort, or navy flat front girl slacks • White short- or long-sleeve polo shirt with SVMS logo, white turtleneck, or oxford blouse • Navy v-neck sweater vest or navy cardigan sweater with SVMS logo 	<ul style="list-style-type: none"> • Navy gym sweatpants with SVMS logo • Navy gym t-shirt with SVMS logo • Navy gym sweatshirt with SVMS logo
BOYS	<ul style="list-style-type: none"> • Navy blue twill pant • White short- or long-sleeve polo shirt with SVMS logo or white turtleneck • Navy v-neck sweater vest or navy cardigan sweater with SVMS logo • Brown, black or navy leather belt 	

- See above for rules related to socks, shoes, accessories, and other important etc. details

GRADES 6-8

Please note the following differences in middle school uniforms (compared with Grade 5):

- **Navy (not plaid)** skirts for girls and **Khaki (not navy)** shorts and pants for boys
- **Sweatshirts and sweatpants** have a white (not yellow) logo.
- **Option to wear the school sweatshirt with the daily uniform** (year-round) rather than the navy v-neck or cardigan sweater. When purchasing the middle school sweatshirt from Alfred's, students can customize it with their last name on the back.

	SUMMER DAILY UNIFORM	SUMMER GYM UNIFORM
GIRLS	<ul style="list-style-type: none"> • Navy pleated skirt • White short- or long-sleeve polo shirt with SVMS logo • Optional middle school gym sweatshirt with white SVMS logo 	<ul style="list-style-type: none"> • Navy gym t-shirt with SVMS logo • Navy micromesh gym shorts with SVMS logo • Optional middle school gym sweatshirt with white SVMS logo
BOYS	<ul style="list-style-type: none"> • Khaki twill walking shorts or pants or khaki men's classic pants • White short-or long-sleeve polo shirt with SVMS logo • Brown, black or navy leather belt • Optional middle school gym sweatshirt with white SVMS logo 	

	WINTER DAILY UNIFORM	WINTER GYM UNIFORM
GIRLS	<ul style="list-style-type: none"> • Navy pleated skirt • White short- or long-sleeve polo shirt with SVMS logo • Optional middle school gym sweatshirt with white SVMS logo 	<ul style="list-style-type: none"> • Navy gym t-shirt with SVMS logo • Optional middle school gym sweatshirt with white SVMS logo • Gym navy sweatpants (open or closed bottom) with white middle school logo
BOYS	<ul style="list-style-type: none"> • Khaki twill pants or khaki men's classic pants • White short- or long-sleeve polo shirt with SVMS logo • Navy v-neck sweater vest with SVMS logo • Brown, black or navy leather belt • Optional middle school gym sweatshirt with white SVMS logo 	

- See above for rules related to socks, shoes, accessories, etc.

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. 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 and Social Studies. The curriculum will also include Spanish, and Special Subjects including Music, Art and Library (K-5), Theatre Arts (6-8) and Gym (K-8).

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 are 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.

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

CURRICULUM

Our curriculum includes, but is not limited to:

- Religion
- Language Arts:
 - Reading, Literature, Grammar, Writing, Phonics and Spelling (Grades K-3)
 - The Classics (Grade 5)
 - Public Speaking (Grade 6)
 - Uninterrupted Silent Sustained Reading (USSR) and Literature and Language Arts & Writing (Grades 6-8)
- Mathematics (including Advanced Levels in Grade 4-8) + ***
- Social Studies
- Science
- Technology (Grades PreK4 - 5)

- Spanish (PreK4 through 8)
- Physical Education
- Art (Grades PreK4 through 5)
- Music (Grades PreK4 through 5)
- Theatre Arts (Grades 6 through 8)

+ *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 and teachers use it for enrichment during the school year.*

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

ADVANCED MATH

In order for a student to **qualify for initial placement** in Advanced Math for grades 4-8, all of the following criteria must be met during the prior school year (e.g., during 3rd grade to qualify for 4th grade):

- An A average (93 or above) in Math on the report card for the year
- An average score of 90 or above on the Midterm and Final Math Exams
- An RIT score on the NWEA MAP Growth standardized test (see below section on Standardized Testing for further information), particular to each grade level:

○ Grade 3 (to qualify for 4th grade)	210
○ Grade 4 (to qualify for 5th grade)	218
○ Grade 5 (to qualify for 6th grade)	225
○ Grade 6 (to qualify for 7th grade)	230
○ Grade 7 (to qualify for 8th grade)	235
- Be an independent worker (little, if any, help needed by teacher, parent, or another outside source)

In order for a student to **maintain Advanced Math placement** into the next school year, all of the following criteria must be met:

- 80 (C+) or above average for the current year
- Grade-specific NWEA score (see above)
- 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.

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, Social Studies (mid-term exam only), Science (final exam only)
- Grades 6 - 8: Math, Literature, Language Arts (Grammar and Writing), Science, Social Studies

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 and to promote academic stamina.

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 by the student.

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 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, Literature, Math, Social Studies and Science 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, 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

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.

STANDARDS BASED REPORT CARDS GRADES K-3

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 yet

KINDERGARTEN REPORT CARDS

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.

PRE-SCHOOL REPORT CARDS

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

ASSESSMENTS

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.

EXPECTATIONS OF CHILDREN'S WORK

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
 - 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
- Desk kept in order
- Book bags kept *inside* the legs of the desk at all times

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 administers the **NWEA Map Growth** Standardized Test. It is administered to all students in Grades 2 -8 three times a year – in September, February and May. This test measures growth in Math and Reading.

ACRE TESTING

Students in grades 5 and 8 will take a Religious Studies test in March. This tests the students on their knowledge of the Catholic Religion and also asks their opinions on how religion impacts their lives.

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. A supplemental teacher may also be present to assist a child in a classroom also. 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. It is a parent's prerogative to inform the new school of a classification.

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.

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 s/he 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.

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. Conferences are required for grades K-3 and are conducted with the student's primary teacher; if a conference is requested with a Specials teacher, a separate appointment request may be made. Conferences in grades 4-8 are optional and can be made at the request of the parent or the teacher. Conferences in grades 4-8 are available with all primary and Specials teachers.

Parents will be informed in advance when the sign-up genius for conferences will be available. 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.

TECHNOLOGY

Saint Vincent Martyr School is under the auspices of the Diocese of Paterson and follows policies provided by them, including the following:

CATHOLIC SCHOOLS OF THE PATERSON DIOCESE, Internet and Computer Use Policy for Schools, which states:

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.

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, iPads 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 at Saint Vincent Martyr School. 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 sports or musical 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 be in sync with what is being learned in the classroom - the computers and Internet are here to help students learn. **Saint Vincent Martyr School uses 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 AT SAINT VINCENT MARTYR SCHOOL

Students are required to read and sign a document that details the following rights and responsibilities related to technology:

- 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 Saint Vincent Martyr 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.

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.

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.

BUILDING COMPLIANCE

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.

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.

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, 2022 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.

PLAYGROUND

As mandated by the state, our playground has been subjected to an inspection and has met all standards.

QUALITY OF LIGHTING

As mandated by the state, all rooms in Saint Vincent Martyr school are in compliance with the acceptable lighting level for schools.

SECURITY

Definite measures are in place to protect the children at all times. Saint Vincent Martyr's Emergency Operations Plan has been developed in collaboration with the State of New Jersey Emergency Preparedness Office, the Madison Police Department and the Schools Office of the Diocese of Paterson. 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 into 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 have for lunches or class related materials forgotten by children.

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

As mandated by the State of New Jersey, Saint Vincent Martyr School has a signed Memorandum of Agreement, detailing how the Police Department will assist in the event of an emergency.

SCHOOL ORGANIZATIONS & PROGRAMS

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. She 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

St. Vincent Martyr School (SVMS) Education Council is established by the pastor, in accord with diocesan policy, to assist him and the principal in the governance of the school. 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 Council is comprised of the pastor, the principal, four faculty members, twelve elected members, plus one HSA President.

The Education Council is comprised of several sub-committees:

- Finance
- Technology
- Development
- Student Life
- Enrichment
- Marketing

Please note that Education Council is not involved in curricular decisions. Any parent who wishes to draw something to the attention of the Education Council is most welcome to do so by contacting the president or any Council member. The members of the Council are available on the school website. 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 available on the school website. 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 raise money for the school
- 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

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 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 the school for anyone interested.

RAISERIGHT PROGRAM (FORMERLY SCRIP)

- **RaiseRight (formerly Shop with SCRIP) Program** - All families in SVMS are obligated by contract to participate in the school's RaiseRight Program or pay the "buy-out" fee. RaiseRight allows SVMS families to purchase gift cards from over 300 retailers. When you do your regular shopping, SVMS will earn between 2% and 15% at NO EXTRA COST TO YOU.
 - To register:
 - Go to <https://www.raiseright.com/enroll>.
 - Click on "Join an existing program," using the enrollment code **17LDCB7918734**.
 - Follow instructions for signup.
 - Make a note of your username and password for future orders.

SVMS encourages families to make as many of their regular purchases as possible by using RaiseRight cards with a minimum requirement of \$2,500 per year per family. You may "buy-out" of the SCRIP program by paying \$250 to the SVMS HSA in your school contract. Any family who does not fulfill either option will be charged the \$250 "buy-out" with an additional \$50 fee. 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.

SIMPLY GOURMET (SCHOOL LUNCH)

Simply Gourmet is our food service provider. Lunch may be ordered online through our vendor. Parents register online and can order daily, weekly or monthly.

THIS HANDBOOK MAY BE CHANGED AT ANYTIME AT THE DISCRETION OF THE ADMINISTRATION. Last Update 08/23/2024.