



St. Mary of the Lakes School  
196 Route 70  
Medford, NJ 08055  
609-654-2546

Student/Parent Handbook

2023-2024  
[www.smlschool.org](http://www.smlschool.org)

# **HARASSMENT DISCRIMINATION INTIMIDATION BULLYING**

**If you feel that you have been harassed, discriminated against, intimidated, bullied, or victimized by workplace violence at the hands of a student, colleague, staff member, or administrator, see your school or parish business manager to secure Form 4080.2 to submit a report.**

**Please contact the Department of Human Resources at the Diocese of Trenton to report any violation of the Respectful Workforce Policy and to submit your report.**

**Joseph Bianchi**

**Chief Administrative Officer**

**Diocese of Trenton**

**609-403-7208 • [jbianc@dioceseoftrenton.org](mailto:jbianc@dioceseoftrenton.org)**

**If you wish to report anonymously, please contact the Diocese of Trenton Hotline  
1-888-296-2965 • [abuseline@dioceseoftrenton.org](mailto:abuseline@dioceseoftrenton.org).**

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## **MISSION STATEMENT**

The Mission of St. Mary of the Lakes Catholic School is to provide a program, both academically challenging and spiritually enriching, that prepares students for lives of leadership and service guided by Catholic values.

## **PHILOSOPHY GOALS**

- To create an atmosphere where the integration of faith and a life centered in Jesus Christ is possible through the teaching of Gospel Values.
- To create a Christian environment where students grow spiritually, academically and emotionally.
- To provide optimal opportunities for children to fully experience the three-fold purpose of Christian education: Faith, Knowledge, Service.

## **PREFACE**

The Parent-Student Handbook is designed to assist parents/guardians and students with an understanding of the policies and regulations for SML School families. It serves as an avenue of cooperation between the home and the school. The policies included in the Addendum Handbook are written by the administrators of the Diocese of Trenton in accordance with all Federal and State mandated statutes and regulations.

## **ACCREDITATION**

St. Mary of the Lakes School is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI), the Northwest Accreditation Commission, and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (all divisions of COGNIA).

## **FACULTY COMMITMENT: WE THE FACULTY ARE COMMITTED:**

- To communicate with enthusiasm, a love of life and a love of the Gospel.
- To foster an appreciation for the gifts of faith and practices that lead to spiritual development: daily prayer, class masses, Prayer Services and faculty and staff retreats/Spirituality Days.

- To promote service in the larger community through the interaction of faculty, students and school families.
- To provide an academic atmosphere with a variety of learning that will stimulate each student's desire to achieve to his/her fullest potential.
- To develop mastery in using and applying a broad range of technologies to support life-long learning.
- To maintain open communications with parents so they will be aware of their child's progress and the activities of the school.

## **SECTION I- ADMISSIONS**

### **Admission Policy**

The Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

St. Mary of the Lakes School admits students of any race, color, or ethnic origin. To be eligible for Kindergarten, children must be five years of age on or before October 1 of the entering school year. Kindergarten screening is administered in early Spring of the previous school year. To be eligible for our Pre-K Program, children must be three years of age (for preschool 3) or four years of age (for preschool-4) on or before October 1 of the entering school year. Additionally, children must be fully toilet trained and demonstrate appropriate maturity for their age.

### **Registration Procedure**

Registration of students is completed after all necessary records have been obtained and reviewed by the Director of Admissions, Marketing and Advancement and the Principal and/or guidance counselor. Acceptance of students is also dependent upon availability of space at each grade level. All new students must present the following documents at the time of registration: Birth certificate, Baptismal certificate (if child is baptized), immunization records, report cards from prior school(s), and if applicable, results of standardized assessments. Students will be assessed as needed, to determine appropriate grade level placement. A meeting with the school is required prior to acceptance of any new student in 7th and 8th grades. **All students are accepted on a provisional basis for the first 60 days of the school year.** If any new student does not meet the behavioral, academic, or social/emotional expectations for his/her grade level, the family will be notified that the child can no longer attend SMLS.

### **Registration Requirements**

Registration and school tours are available throughout the school year.

All Families Are Expected To:

1. Be committed to the philosophy of Catholic Education.
2. Abide by all school policies and regulations.
3. Support PTA activities and fundraisers in accordance with the guidelines set by the Pastor, the PTA and school administration.

A Registration Fee is charged to each family annually. For new families transferring into SMLS during the school year, the registration fee is prorated as follows:

**New registration applications** are based upon availability of space and processed in the following order:

1. Siblings of children currently enrolled at St. Mary of the Lakes School
2. Active St. Mary of the Lakes Parishioners
3. Holy Eucharist Parishioners
4. Non Parishioners

### **Currently Enrolled Students**

Please refer to the school website for re-registration information when the window opens.

For more information about the school, call the Director of Admissions, Marketing and Advancement at (609) 654-2546, ext. 227.

### **Transfer Procedure**

For students who are transferring out of SMLS, parents are asked to notify the Principal or school secretary in advance of the dates of the transfer. The following information must be submitted:

1. Name and grade of child.
2. Reasons for transfer.
3. Address, including zip code, and fax number of the new school to be attended.
4. Last date your child will attend this school.

Upon receipt of the above information, the school secretary will provide parents with a *Release of Records* form. Upon receiving this signed *Release of Records* form back, the

school will mail a transcript of scholastic records, standardized test results, discipline records, and health records directly to the new school provided that:

- All text and library books have been returned.
- Tuition, PTA Fundraising, and other financial obligations are paid in full. • All uniforms and athletic equipment have been returned.
- An exit interview with school administrator has been completed.

## **AMENDMENTS TO HANDBOOK**

This handbook is subject to change at any time when determined to be necessary by the school administration. Policy changes may occur throughout the school year and will be updated in the handbook on the website. These changes will become policy as soon as they have been communicated to the parents/guardians and students.

## **SECTION II – OFFICE**

### **Office Hours**

The Main Office is open Monday through Friday during the school year from 8:00 A.M. to 4:00 P.M. Summer hours are posted on the school website.

### **School Calendar**

Calendars are maintained on the school website.

### **Office Communication**

Please notify the Main Office and Health office immediately if you should have a change of address, telephone/cell number, or email address. This also applies to your emergency numbers, as well as any change in family status.

### **Email**

The faculty and staff of St. Mary of the Lakes School may be reached by email at first initial last name [@smlschool.org](mailto:@smlschool.org). During the school day, teachers will devote their energies to their students, not their email. We therefore request that parents hold reasonable expectations regarding responses to their email. In most cases the teacher will respond in 24-48 hours. Please do not anticipate an email between Friday at dismissal and Monday morning. Always check for information you need on the teachers' websites or Google Classrooms or on the school's website before you email school staff. Doing this will give you the information you need instantaneously in most cases! It is important to the staff at



SMLS that we establish good communication between school and home and we appreciate your cooperation.

### **General School Communication**

SMLS' primary vehicle of communication is *School Messenger*. This communication system sends phone messages, texts, and email communications. When families complete registration paperwork they sign up for *School Messenger*. Forms that require a parent's signature such as a permission slip for a trip are sent home via hard copy.

All PTA communications are sent to parents/guardians via a weekly email BLAST sent through Constant Contact. Very few are sent home hard copy. Fliers and other information will be posted on the school website to reduce the use of paper. Parents should check their child's teachers website frequently for classroom updates and information.

### **Student Records**

The school maintains a CONFIDENTIAL permanent cumulative file on all students who attend St. Mary of the Lakes School. Records of health, grades, standardized test scores and personal information make up the content of these records.

### **Release of Records**

The school will release student records, standardized test scores and medical information upon written request by another school system. The confidentiality of cumulative records will be maintained. The professional staff or other approved personnel may have access to the records under conditions specified by the Principal. Student records and transcripts will be forwarded to another school for students whose tuition accounts, fees and financial obligations have been met. Parents who request to see their child's cumulative file should provide notice by calling the main office and setting up a time to come in with main office staff. Copies can be made of report cards and other items in the cumulative file, but originals remain in the cumulative file at the school and are not given to parents.

## **SECTION III – HEALTH AND SAFETY**

### **Counseling Services**

Provisions for counseling are available at the school on a limited basis each week. Students may be recommended by faculty, principal, parents/guardians, or self requested.

## **Child Abuse Reports**

Pursuant to New Jersey State Law, any reasonable cause or suspicion to believe that a child has been abused or neglected ***requires*** school personnel to report said abuse/neglect to the Division of Child Protection and Permanency (DCP&P). Failure to do so within the prescribed period renders that employee in violation of the provision of the act and a disorderly person. (N.J.S.A. 9:6-8.9, 8.10, 8.13, 8.14) If your child/ren report abuse/neglect of any kind to any school employee, we must and will notify DCP&P. A social worker from DCP&P may come to school to meet with your child/ren and begin an investigation into the allegations. DCP&P will then be in touch with the parents/guardians. We are not permitted to be in contact with the parents to notify them of our call to DCP&P and we do provide access for credentialed DCP&P personnel to meet with a student if necessary.

## **Student Accidents**

If a student is injured, he/she should report it immediately to their teacher, school nurse, or principal. When necessary, a student accident form is to be completed by the school nurse with the necessary facts that state what, when and how it happened. Appropriate treatment will be provided to the extent that it can be and parents/guardians will be notified so they can pursue additional treatment for their child as needed.

## **HEALTH OFFICE PROCEDURES**

### **Medication**

If a student needs prescription or OTC medication during school hours, **the parent must bring it to the school nurse** in the prescription bottle with the directions provided by the pharmacy or physician. Prescription medications will be administered only if they are sent in a prescription bottle with a note from the physician. No medication should be left in a student's possession. All nonprescription (OTC) medicine can only be dispensed by the nurse, with signed permission from the physician. This requirement is a state law.

Throughout the school year, vision, hearing, and scoliosis (age 10 and up) screenings will be administered by the school nurse.

### **State Required Immunizations Are As Follows:**

- DPT- 4 doses- one dose administered after 4<sup>th</sup> birthday.
- Polio- 3 doses- one dose administered after 4<sup>th</sup> birthday.
- Hepatitis B- three doses prior to school entry.
- HIB- 3-4 doses depending on vaccine or at least one dose after 12 months.
- Varicella- one dose after the 1<sup>st</sup> birthday; booster recommended.

- Measles, Mumps, Rubella (MMR) - 2 doses required (1 dose on or after 1<sup>st</sup> birthday and 1 dose before entering Kindergarten).
- Pneumococcal (PVC)- children 12 months through 59 months attending PK shall have received at least one dose on or after his/her first birthday.
- Influenza vaccine - Children between 6 months and 59 months of age should annually receive at least one dose of Influenza Vaccine between September 1<sup>st</sup> and December 31<sup>st</sup> each year.
- Every child born on or after 1/1/1997 and prior to grade 6 should have received one dose of Tdap (tetanus, diphtheria, and a cellular pertussis) and meningococcal vaccine. These immunizations should be given no earlier than his/her 10<sup>th</sup> birthday but before entering 6<sup>th</sup> grade.

Physical examinations by your private physician are required upon entering Pre-K, Kindergarten, and for all students in grades 2, 4 and 7 and transfer students.

#### **Rules For Student Returning To School After A Communicable Disease**

If your child contracts a communicable disease, **DO NOT** send him/her to school until your physician gives you written permission to do so.

**Chicken pox** - 7 days- May return to school 7 days from the day of outbreak, when lesions are dry.

**Conjunctivitis/Pink eye** - When eyes are free from redness and discharge. Requires treatment by a physician.

**Impetigo** - 2-5 days- Child should be excluded until he/she is under treatment by a physician.

**Ringworm** - Until treatment renders student non-contagious.

**Strep Throat** - Return 24 hours after treatment has begun and student is fever free without the use of fever- reducing medication.

**Lice** - Lice treatment needed before returning to school. Must be checked by the school nurse and be nit free before returning to school. A note must be sent to the health office with product used and date treated.

**A doctor's note stating the child is no longer contagious is required to return to school after :** chicken pox, measles, strep infection, mumps, giardia, hepatitis, influenza, salmonella, shigella, impetigo, scabies, tuberculosis, hemophilus,

conjunctivitis. *The principal may make the determination that a disease not included on this list would require a doctor's note, depending on the specific situation.*

**Rashes lasting more than 3 days or that worsen will result in the child being sent home until evaluated by a physician .** The child must return with a note.

**A fever/oral temperature of 100 .4 or higher** will require the child to stay home. He/she should return after 24 hours without symptoms or fever, without the use of fever reducing medications.

### **Emergency Cards**

Medical Emergency cards are sent home in September. These cards must be completed and returned promptly in order for the school to notify parents or other responsible adults in case of an emergency. On the reverse side of this card we ask that you provide the school with information regarding chronic illnesses (asthma, diabetes, epilepsy), which might require attention during the school hours. If information changes during the school year, please notify the school nurse immediately.

## **Safety and Security**

### **Emergency Closings**

Regular sessions of school are canceled only in case of emergency. Heavy storms or serious weather conditions, which might cause danger to the students, are the main reasons for emergency closings. Notice of closing or delayed opening is generally between 5:00 A.M. and 7:00 A.M. through the School Messenger Alert System.

Each parent/family who wishes to be notified through this alert system must provide the required contact information when registering at SMLS. for the Honeywell alert system.

### **Emergency Crisis Procedures**

**Safety and security is our priority at SMLS.** Students and staff participate in monthly drills and staff engage in ongoing training and preparation for an emergency situation. In accordance with the State of New Jersey, a copy of our crisis plan has been filed with and approved by the Medford Police Department.

A Class III School Resource Officer (Medford PD) is at the school each day between the hours of 7:45-3:15 whenever school is in session.

All visitors entering the school past the vestibule must scan in with their driver's license and have a photo ID printed out at the Visitor's Kiosk before entering the building.

## **SECTION IV – GENERAL SCHOOL POLICIES**

## **Attendance Policy**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Please consult the school calendar for shortened days and/or school breaks.

### **School Hours**

#### ***Preschool Monday-Friday***

Arrival 8:30-8:45

Half Day Pick Up Time 11:30-11:45

Full Day Pick Up Time 2:30-2:40

#### ***K-8th Grade:***

Arrival 8:00-8:20

Regular Dismissal 3:00

Early Dismissal 12:40

## **Early Dismissal and Emergency Closings**

- School initiated, planned early dismissals are posted on the school website and calendar.
- Emergency early dismissals will be rare. Should this occur, parents/guardians will be notified via *School Messenger* and it will be posted on the school website. If there is a change in the way the student should go home during an Emergency Early Dismissal, a parent/guardian must notify the office with this information through an email message prior to noon on that day. After care will not be available on an emergency early dismissal. If a student normally goes to aftercare, a parent/guardian must have an alternate plan in place and on file with the aftercare supervisor.
- For individual student early dismissals, permission for a doctor, dental, orthodontist, or legal pre-scheduled appointment, parent/guardian must provide a written note to receive an excused early dismissal. The request must clearly state the reason for the early dismissal. Excessive early dismissals may result in a loss of privileges. **Please do not request an early dismissal for students between 2:30 P.M. and 3:00 P.M.** For early dismissal, please meet your student at the main office no later than 2:30 P.M. Afternoon sessions are not over until 2:45 and students frequently miss homework assignments or end of the day announcements when they leave before 3:00 P.M.

## **Tardiness**

All students must be in school by 8:20 A.M. After 8:20 AM, staff are no longer manning the doors and parents must park and walk their children to the main office and sign them in. Students may not be dropped at the curb. Parents may not accompany child to the

classroom. **Excessive tardiness without a doctor's note (more than 3 per marking period) has a negative effect on a child's education and may result in loss of privileges.**

### **Daily Attendance Guidelines:**

Students are marked absent or present based on whether or not they are physically present in the building. We do not differentiate between excused and unexcused absences for attendance purposes.

### **Student Absence**

A parent/guardian must call the school no later than 9:00 A.M. to report a student's absence. All absences must be reported to the nurse. If no call has been received by 9:00 A.M., the school nurse will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during the school day for student safety. An absence of 3 or more consecutive days requires a doctor's note. No note is required for absences less than 3 days. **If a student is absent on a given day, that student may NOT participate or attend after school or evening school sponsored events, including sports practices and games. Students must be present in school for a full school day (4 hours) to be considered present. *The only exceptions to this rule must be approved by the principal.***

### **Family Vacations**

Family vacations are memorable and exciting for students. We are supportive of occasional time out of school for rare and memorable family experiences, but unfortunately we may not be able to give students work in advance of their vacations. Parents should contact their child's teacher and ask for any work that can be reasonably given ahead of time, knowing that the actual instruction may vary from what the teacher originally planned. When students return from vacation, they should plan to complete work as follows: 1 day absent/1 day to complete missed work; 2 to 3 days absent/ 2 days to complete missed work; 4 or more days/3 days to complete missed work. To request an exception to this policy, please make arrangements with the principal in advance of vacation. All tests will be made up in school only. The responsibility to make up missed work rests entirely with the students and parents/guardians.

### **Arrival & Dismissal**

**There is information about Arrival and Dismissal on the school's website under the Parent Tab.**

### **Arrival**

Students should not arrive to school before 8:00 A.M. unless registered in our Before Care Program. Students should be in the building by 8:20 A.M. and are to report to classrooms, but may not enter until the teacher is present. Parents who bring their children to school by car are asked to drop off students in the back of the school. For the safety of our children, please pull all the way up in line. Students get out when the car Stops and parents remain in the car. Please drop your child off from the passenger side only. Do not pull around any other cars while they are loading and unloading.

Parents who want to get out of their car to see their child off have the option of parking in the Main Office parking lot in one of the *Reserved* spaces. Parents can then use the crosswalk to walk their child across to the sidewalk leading up to the Main Office entrance.

### **Dismissal**

Students are dismissed at 3:00 P.M. It is expected that parents/guardians who transport students by car be on time and wait in their cars. Parents are encouraged not to request an early dismissal for a student unless it is absolutely necessary. Sometimes there are unexpected changes to a student's dismissal procedures and parents must notify the school. It is recommended that parents utilize a link on the school's website to complete a "Daily Change of Transportation or Early Dismissal Form."

When calling in changes in transportation call the Car Rider Line, ext. 216 before 2:00 P.M. On days when students are dismissed at 12:40 P.M., please call ext. 215 by 12:00 P.M.

Students who are going home by car will exit by the rear doors of the school. Parents are requested to wait for their children in their cars and follow the directions of the staff and teachers.

No children may remain after school without adult supervision. Any student that is not picked up by 3:15 will be sent to After Care and parents will be charged a drop in rate. Parents conducting after school activities must remain with students until they are picked up by their parents (ie: Girl Scouts, Clubs, Sports Activities, etc.).

Parent helpers leaving school at dismissal should wait for their children at their cars in the Car Rider Line. No parent may meet their student outside of the Main Office at dismissal time. If someone other than a parent will be picking up the student, a note giving permission is necessary and identification is required. All students should go directly home from school. Any change in regular dismissal procedure requires **WRITTEN NOTIFICATION** from the parent/guardian (e.g. visiting the library, going to a friend's home, eating lunch out). **Students may not ride bikes to school.**

### **Car Rider Dismissal**

The car rider dismissal line will form in the rear of the school filtered into two lanes at the designated cone areas. Please pull all the way up to the car in front of you. Students will gather in the Basketball Area of the parking lot. Parents, please remain with your car and students will be permitted to go to their car only when all traffic has stopped. Traffic Control Staff will signal parents to exit parking lot. Please follow the directions of the Traffic Control Staff at **ALL** times. **FOR THE SAFETY OF THE CHILDREN, PLEASE DO NOT MOVE YOUR CAR WHILE STUDENTS ARE LOADING. All siblings must stay together.**

### **Rainy Day Dismissal**

All children who are car riders on a rainy day will meet in the gym and sit with their homeroom. All homeroom teachers will have signs. Parents are to park in the back parking lot by the cafeteria or on the side of the gym in designated parking spots. Parents please enter the gym from the exterior “Murph” doors. The children will be dismissed with their parents. No one may park on the Route 70 side of the building or at the front of the building. Once your family has been dismissed, please exit the parking lot **CAREFULLY**.

### **Snacks**

Students in all grades at SMLS enjoy a snack period daily. Nourishing our bodies is important, but please be mindful of these rules:

- Snacks should be nutritious, single serving, and easily eaten in the classroom in the time allotted.
- The only beverage your child should have at snack time is **WATER**
- Your child’s teacher will contact you with any allergy concerns.

### **Student Pictures**

Each fall, the school will hire an approved photographer to take individual pictures of our students. Parents will be sent information concerning prices and packages they can purchase. Each individual student’s picture will be taken regardless of whether they purchase any pictures. Due to Covid 19 guidelines, classroom group pictures will not be taken of our students this school year. Headshots from the fall pictures will be used to make a classroom composite for each class. 8th grade students will have pictures taken in their graduation cap and gown in February.

### **Yearbook**

A school yearbook is available for purchase at the end of the school year. The eighth grade yearbook committee is responsible for its publication. The yearbook will contain pictures of students, faculty, and events of the school year highlighting the graduating class. All children will be pictured in the yearbook unless parents inform the school in writing of their desire for their child to NOT be pictured in the yearbook. Forms for



purchasing a yearbook can be found on the school website when the sale begins.

### **Telephones**

The telephones in the Health and Main Offices are for emergencies and may be used with the permission of the staff in these offices.

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

Students must keep cell phones in their book bags in the classroom closet with the power off. Any phone activity while on school property without the express permission of a staff member is **NOT** permitted. Any student using a cell phone or having one out of his/her book bag during the school day may have the cell phone confiscated and will receive consequences. Students' parents must pick up the cell phone from the building principal upon a 2nd cell phone violation.

Laser light pens are not permitted at any time and will be confiscated. Electronic games, cameras and other similar devices should not be brought to school unless a student is given permission from their teacher.

Repeated violations will result in detentions or possible suspension.

### **Parent/Visitor Cell Phone Use**

Parents/Visitors are asked not to use their cell phones in hallways or in classrooms where it could be disruptive to classroom instruction. Guests should leave the building if they need to make a phone call while visiting SMLS.

### **Lost and Found**

The Lost and Found areas are located outside the auditorium and in the gym lobby. When items are clearly marked with name/grade, they are returned to the classroom. Every three months, all unclaimed, unmarked items will be removed from the lost and found area. Uniform items will be saved for the Uniform Exchange. Usable items will be donated to charity; the remaining items will be discarded.

Jewelry, eyeglasses, electronics etc. will be sent to the main office for safekeeping.

### **Visitors**

All visitors/parents must report to the main office at the Main Entrance. Visitors/parents must explain the reason for the visit and sign in using the *School Gate Guardian* Visitor Kiosk. to receive a Visitor's Pass, which must be worn. Visitors must report to their stated destination, and not visit other classrooms, as it is disruptive to instruction and routines. No visitor/parent may go to a classroom without permission. Students are never permitted to open the school doors to anyone, even if they are familiar with the visitor.

**Visitors to the school should not allow anyone to enter the school building behind**

them when they are granted entrance.

### **Volunteers**

Parents are encouraged to volunteer for various activities during the school year, such as to chair fundraisers, help in classrooms, etc. Forms to sign up for these activities are sent home in September. Our PTA sends updates on their needs for volunteers in their weekly email blasts. All volunteers must be Virtus trained.

### **Virtus**

Virtus is a program mandated by the Diocese of Trenton for all adults who interact with students in the school, in sports and other extended activities. Sessions are held frequently throughout the year. Time and place are posted on the Virtus website ( [www.virtus.org](http://www.virtus.org) ).

### **Background Checks**

All Diocesan employees and volunteers who, during the course of their employment or volunteer activity, have contact with a minor, are required to have criminal background checks.

### **Court Orders**

If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent/guardian or either parent/guardian, to provide the school with the most current official copy of the court order. St. Mary of the Lakes follows the procedures outlined in the court order as a neutral party and will not deviate from what is specified by the courts. It is the policy of St. Mary of the Lakes School to provide duplicate communications to both parties involved in the custody of their children. (i.e. report cards, notice of events, etc.) unless otherwise specified in a court order. Noncustodial parents will be granted access to academic records and information on the academic progress of their child unless a court order specifically denies such access.

## **SECTION V – GENERAL SCHOOL POLICIES**

### **After School Activities**

Students staying after school as spectator/participant of an after school event or club must have a permission slip signed by a parent/guardian on the day of the event. Students must wait in their classrooms until car and bus riders are dismissed. Students may then proceed to the designated area. Parents are encouraged to attend after school activities and must

supervise their younger children. **In order to participate in after school activities, students must be healthy and present in school for a full day (at least 4 hours).**

### **Extra Curricular Activities**

#### **Clubs and Activities**

- Yearbook, Drama Club, Altar Servers, Band, Mission Club, Liturgical Choir, STEAM, Battle of the Books, T.V. Crew, Scouting (Boys and Girls); Seedlings Garden Club, Fine Arts Club, Chess Club, Spirit Squad

#### **Athletic Programs**

Fall sports typically include soccer for boys and girls in 5th-8th grade and field hockey for girls in 5th-8th grade. Basketball is played during the winter months and teams are available for boys and girls in 3rd-8th . Spring sports usually include lacrosse for middle school girls and baseball for middle school boys.

St. Mary of the Lakes athletic programs promote fair play and a spirit of good sportsmanship flowing from the foundations of the Catholic faith and based on respect for one another. The athletic programs are a valuable part of each child's education, integrating character formation and spiritual growth with academic achievement. School sponsored athletic teams and activities encourage participation and teach important values: teamwork, discipline, setting and striving for goals, good health habits and good sportsmanship. Participation in any athletic program is always contingent on the academic eligibility and record of good conduct in the classroom by the student. Student athletes are provided competitive challenges and wherever possible, St. Mary of the Lakes strives to field teams at varying skill levels.

#### **Books and Book Bag**

Textbooks are loaned to students and they are responsible for the proper care of them throughout the year. All textbooks must be neatly covered with a non-sticking material. Clear contact may be used on consumable books. No writing, drawing, or graffiti is permitted on personal property (books, book covers, pencil cases, etc.) Covers that are marked, torn or worn are to be replaced. If a book is lost or damaged, payment must be made to cover the cost. All workbooks are to be cared for the same way. Every child must have a sturdy book bag. Book bags with wheels are **NOT permitted.** Students must use a book bag to carry books to and from school. Grades 5-8 must purchase a tote bag to carry books to and from classes.

#### **IMPORTANT Reminders:**

- Hats may not be worn in the school building.
- Chewing of gum is prohibited on school grounds.

- No student may leave the premises during school hours unless he or she has been properly signed out in the Main office.
- All after-school activities participants may not enter classrooms until 3:00 P.M., for example scouts, art class, etc.
- Parents, please drop off forgotten items at the Main Office marked with the student's name and grade. (Lunch, books, etc.)

### **St. Mary of the Lakes School Dress Code 2023-24**

**Uniforms are optional for students in PreK including on gym days. If families desire, a PreK student may wear the gym uniform utilized by students in Kdg.-8th grade as their daily uniform.**

**All students in kindergarten through 8th grade must wear SMLS uniforms as well as SMLS Gym Uniforms on days they have gym.**

**Flynn & O'Hara is the School Uniform vendor for St. Mary of the Lakes School.**

**SMLS has a well-stocked Uniform Exchange that all families are welcome to use.**

#### **General Information:**

- ☐ All uniforms must be kept neat and clean at all times; **NO** holes or rips are allowed in them and the uniform may not have any writing on it
- ☐ All shoes must be non-skid/non-scruff; No flip-flops or sandals may be worn at any time including on dress down days; No sneakers with wheels are permitted to be worn at any time
- ☐ If sneakers must be worn for medical purposes, a doctor's note must be provided to the school nurse that communicates why the sneakers are needed, the length of time that the sneakers are required and any other physical limitations that school staff should be aware of (i.e. no gym class or no running during recess, etc.); If the sneakers are needed indefinitely for a chronic condition, the student (male or female) must wear all black sneakers; If a student has a short-term (less than 14 days) medical condition requiring sneakers and does not have black sneakers that he or she is wearing as part of their Summer Uniform then the student may wear sneakers other than black
- ☐ Sneakers worn as part of the school uniform should be ALL BLACK including the sole of the shoe with no other colors on the shoe; Gym sneakers can be any color
- ☐ Shoelaces should be tied; Velcro is permissible
- ☐ Boys and girls (when applicable) should have shirts tucked in at all times and belt should be visible; This applies to both Summer and Winter Uniforms
- ☐ White undershirts (no colored t-shirts) may be worn underneath the uniform shirt
- ☐ Girls' skorts, walking shorts, and gym shorts may not be any more than two inches above the knee;  
***Please note this guideline will be strictly enforced***
- ☐ Boys may not wear any jewelry except for a wristwatch or a religious medal/cross; Please note that **Smart Watches are not allowed to be worn during the school day**
- ☐ Girls may not wear any jewelry except for a wristwatch or a religious medal/cross; Girls may also wear one pair of small earrings (no large hoops or long earrings that dangle); Please note that **Smart Watches are not allowed to be worn during the school day**

- ☐ Students may not wear bracelets of any type unless they are for a medical reason
- ☐ Boys must keep their hair neatly groomed; It must be kept trimmed above the ears, eyes, and collar; Boys may not dye or tint their hair
- ☐ Girls must keep their hair neatly groomed; Girls may not dye or tint their hair
- ☐ Girls in Kdg.-6th grade may not wear any makeup or nail polish; Girls may not have gel nails
- ☐ Girls in 7th and 8th grade may wear makeup and nail polish but it is limited to a pale lipstick and clear/ pale pink/French manicure on nails
- ☐ Please note the only exception to the nail polish guidelines are for the fashion show (2nd/8th grade) and the 8th grade dance; Girls participating in these activities may have nail polish on of any color the week before and the week after these two events

### **Summer Uniform September 1st - October 31st and April 8th - End of School Year**

#### **Kdg.-8th Grade Boys:**

- ☐ Navy blue walking shorts or dress pants with plain black, brown or navy belt; Belt is a REQUIRED part of the Uniform
- ☐ Light blue polo shirt with school emblem; Short or long-sleeves are acceptable depending on weather
- ☐ Black dress shoes (loafers or tie) or solid black sneakers
- ☐ Navy blue or black visible crew socks

#### **Kdg.-4th Grade Girls:**

- ☐ Navy blue walking shorts with plain black, brown or navy belt worn with a light blue polo shirt with school emblem and white ankle socks or navy blue knee socks; Please note polo shirts with short or long-sleeves are acceptable depending on the weather

**OR**

The year-round plaid jumper worn with a white Peter Pan blouse (short or long sleeves) and white ankle socks or navy knee socks

- ☐ Navy blue MaryJanes or navy blue oxfords/saddle shoes; Velcro is acceptable

**OR**

Solid black sneakers

#### **5th-8th Grade Girls:**

- ☐ Navy blue walking shorts no more than two inches above the knee with plain black, brown, or navy belt

**OR**

Navy blue skort, no more than two inches above the knee and this will be strictly enforced

- ☐ White ankle socks or navy blue knee socks
- ☐ Light blue polo banded-bottom shirt with school emblem
- ☐ Burgundy penny loafers or navy blue oxfords/saddle shoes

**OR**

Solid black sneakers

## Winter Uniform November 1 - April 8, 2024

### Kdg.-4th Grade Boys:

- ☐ Navy blue dress pants with plain black, brown or navy belt; Belt is a REQUIRED part of the uniform
- ☐ Light blue polo shirt with school emblem; Short or long-sleeves are acceptable depending on weather
- ☐ Navy blue vest or navy blue pullover sweater with school emblem; *Students will not be allowed to wear any other sweaters or sweatshirts, hoodies etc. in class*
- ☐ Black dress shoes (loafers or tie) or solid black sneakers
- ☐ Navy blue or black visible crew socks

### 5th-8th Grade Boys:

- ☐ Navy blue dress pants with plain black, brown or navy belt; Belt is a REQUIRED part of the uniform
- ☐ Blue button-down collar shirt; Short or long-sleeves are acceptable depending on weather
- ☐ Navy blue tie
- ☐ Navy blue vest or navy blue pullover sweater with school emblem; *Students will not be allowed to wear any other sweaters or sweatshirts, hoodies etc. in class*
- ☐ Black dress shoes (loafers or tie)
- ☐ Navy blue or black visible crew socks

### Kdg.-4th Grade Girls:

- ☐ Navy blue long pants/slacks with plain black, brown or navy belt worn with a light blue polo shirt with school emblem and dark ankle socks; Please note polo shirts with short or long-sleeves are acceptable depending on the weather; The belt is a required part of the uniform; Navy blue vest or pullover with school emblem is **optional**; *Students will not be allowed to wear any other sweaters or sweatshirts, hoodies etc. in class*

**OR**

The year-round plaid jumper worn with a white Peter Pan blouse (short or long sleeves) or white turtleneck and white ankle socks or navy knee socks; Wearing navy tights with the jumper is also an option; Navy blue cardigan with school emblem is optional; *Students will not be allowed to wear any other sweaters or sweatshirts, hoodies etc. in class*

- ☐ Navy blue MaryJanes or navy blue oxfords/saddle shoes; Velcro is acceptable

### 5th-8th Grade Girls:

- ☐ Navy blue skort or navy blue long pants/slacks with plain black, brown, or navy belt; The belt is a required part of the uniform; Skort must be no more than 2 inches above the knee and this will be strictly enforced
- ☐ Light blue oxford shirt; Please note short or long-sleeves are acceptable depending on the weather
- ☐ Tights must be worn with skort unless given permission to wear knee socks; Dark colored ankle socks or knee socks should be worn with long pants/slacks
- ☐ A solid navy blue vest or navy pullover sweater with school emblem; *Students will not be allowed to wear any other sweaters or sweatshirts, hoodies etc. in class*
- ☐ Burgundy penny loafers or navy blue oxfords/saddle shoes

## K through 8th-Grade Gym Uniforms

Gym Uniforms can be purchased through the school which has a limited inventory or at Flynn & O'Hara.

Students in Kdg.-8th grade will wear their gym uniforms to school on gym days only or on "special days" if specifically directed to do so by their homeroom teacher.

Please note the following requirements apply to the gym uniform for all students, boys and girls, in Kdg.-8th grade:

- ☐ Solid navy blue shorts; Shorts must be plain and can not have stripes, logos, white side panels, etc.; Shorts should not be more than two inches above the knee for both boys and girls and this will be strictly enforced
- ☐ Light blue T-Shirt with school emblem
- ☐ During the Winter Uniform months (November-April) a plain navy blue sweatshirt with the school emblem and plain navy blue sweatpants are *mandatory*; Students should wear their uniform T-Shirt under their sweatshirt, which they should always bring to gym class during the Winter Uniform months; Students may not replace gym sweatshirts with other items such as hoodies
- ☐ All students must wear lace up or velcro sneakers on gym days; Please note that on *gym days only* students may wear sneakers of any color; Platform, wheelie, and light up sneakers are not permitted
- ☐ Students should refrain from wearing jewelry including watches to gym class

## UNIFORM EXCHANGE

Many families generously donate gently used, outgrown uniforms for use by anyone in our school who can use them. Our Uniform Exchange is now available year-round and there is no cost/no donation required. Please contact the main office ahead of time to let them know you are coming: [info@smlschool.org](mailto:info@smlschool.org) or (609) 654-2546 x 216. This helps us make sure there aren't too many people in the Uniform Exchange room at one time.

## Dress Down Days

Students must always be properly and modestly attired on dress down days. Parents/guardians are asked to be attentive to the selection of clothing students make. During a dress down day in the spring/summer, the only shorts allowed are SML uniform shorts, unless other permission is given by the building principal. Anything below the knee (capris, jeans, etc.) is acceptable.

Items not permitted are:

- Tank tops, short tops, and revealing tops
- Skirts/shorts that are more than 2 inches above the knee; Skirts may not be tight
- T-shirts with suggestive sayings

- Flip-flops, high heels, and other shoes that can be hazardous
- Any other item of clothing not in keeping with moral decency and a Christian code of conduct
- No leggings or skinny jeans unless worn with an accompanying top that covers to mid-thigh or beyond

### **Internet Use Policy**

The school realizes the need for Internet safety and has employed several methods to restrict access to controversial materials through filtering hardware and software that is CIPA compliant. However, students have a responsibility to act and search appropriately while using technology. Students and parents sign the Technology Acceptable Use Agreement form every school year. The Acceptable Use policy is posted on the school's website under Academics -> Technology -> Acceptable Use Policy.

### **Photograph and Student Work for Publication - Web and Print**

A photograph and student work permission form is signed every school year. It is the school's policy that only first names, if anything, appear with photos on the school's website. Group photos are encouraged rather than individual photos.

### **Parties/Fees**

Teachers, with the support of the head room parents, are responsible for scheduling classroom parties. Classroom fees will defray the cost of these parties and other activities.

### **Birthday Party Celebrations:**

Students may not bring in treats or any type of goodie on their individual birthdays. Instead school staff will recognize students on their individual days and each month homerooms will have one party to recognize all of the birthdays that month. Classroom teachers will select the day and the room parent will coordinate with the parents of students celebrating their birthdays each month. Students with summer birthdays will be assigned a month.

### **Outside School Celebrations**

Invitations to any private party cannot be distributed in school unless the entire class is included with the exception of the lower grades where an all-boy or all-girl party may be appropriate.

### **Field Trips**

On occasion, SML School will sponsor and conduct field trips for the educational enrichment of the students. These trips are a privilege and may be denied to any student if he/she fails to meet academic or behavioral requirements. Before the scheduled trip,



parents/guardians will receive a letter accompanied by a permission slip. That permission slip **must** be returned before the field trip. Students who fail to submit the proper, unaltered form will NOT be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. Elementary students will not be sent on over-night field trips. All field trips will be properly and adequately supervised. Parents driving on field trips **must** have a copy of their driver's license and insurance card sent to the homeroom teacher, prior to the field trip.

### **School Dances (7th & 8th Grades Only)**

Students must always be properly attired when attending school dances and parents/guardians are asked to be attentive to the selection of clothing students make. Length of skirts/dresses must not be more than 2 inches above the knee and students must follow same guidelines outlined for Dress Down Days. Undergarments may not be showing.

### **Lunch**

#### **Lunch/Recess Periods**

11:55-1:00 – Kindergarten

11:40-12:28- Grades 1-4

12:31-1:19 – Grades 5-8

### **School Lunches**

Prepared lunches are offered each full school day for all students in PreK-8th grade. Lunches cost \$5 or \$6 to *Supersize*. Lunch tokens can be ordered ahead of time and will be charged using the *Incidental Billing* feature in families' FACTS accounts. Monthly menus and the link to a google order form are on the school website. Please note that students do not order their lunch each morning and that parents must order ahead of time.

### **Bagged Lunches:**

Students may also bring their lunch. **Please put name on lunch bags and lunch boxes**, and include napkins. Students should have a well-balanced snack and lunch. If your child forgets lunch, please bring it to the office by 11:30 A.M. with your child's name and homeroom. Food is not to be shared with other students as this is a concern for spreading germs or triggering an allergic reaction.

## **Lunchroom Rules**

The following rules must be followed to ensure a peaceful and safe environment:

- No soda or glass containers are permitted in school.
- All students must get permission from teacher or lunchroom supervisors to leave cafeteria.
- Students must have a pass from the teacher to go to other rooms in the building.
- Students may not throw food.
- Students may not share or trade food.
- No food or drinks may be taken outside during lunch recess.
- Students are responsible for keeping their tables clean.
- Students are to use the restrooms before going outside for recess.
- A peanut free lunch table is available.

## **Recess Rules**

- Students are provided with playground equipment therefore, no sports equipment or toys may be brought from home. If students do bring sports equipment from home the school is not responsible for it being lost or damaged.
- Students may not trade any type of toys or trading cards.
- Students must stay in their specific, assigned recess areas with their lunchroom supervisors.
- Students may not take any electronic devices outside.
- Students may not play on the bleachers on the field or climb the trees.
- The grassy areas between the science lab and the teacher's lounge are off limits unless given express permission by a staff member supervising recess.
- Students may not fight or tackle at recess. This includes playing games that involve physical contact of any kind.
- Students may not leave school grounds under any condition

## **SECTION VI- BULLYING AND DISCIPLINE**

### **Harassment, Intimidation and Bullying (HIB)**

#### **Definition**

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student's physical or emotional wellbeing or with the operation of the school. Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group. Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to: posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate

messages about or to another student or individual; and sending harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

### **Retaliation**

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

### **Reporting Incidents of HIB**

School personnel or individuals who become aware of conduct that may violate the school's anti-harassment policy are to report the incident to the principal or designee within a school day. A sample report form is included in the appendix of this handbook.

**Resolving Complaints of Harassment, Intimidation and Bullying** The school official designated to handle complaints under this policy (usually the principal or counselor) may address the complaint of harassment, intimidation, and/or bullying through an informal procedure. The informal procedure will maintain the hallmarks of fairness, which include: (1) prompt notice to the student(s) and their parent(s) of the charges; (2) an opportunity for students involved to present their accounts of the event; (3) conferences with the reporting person and any appropriate witnesses or school personnel; and (4) consideration of privacy interests of the students involved, particularly during the investigation process. If the incident is one which suggests suspension or expulsion, those policies will be followed.

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

A range of responses may address the complaint of harassment, intimidation and/or bullying. The response will depend on the context and circumstances of each case. Counseling may also be recommended. Factors to consider in determining the appropriate disciplinary response include:

- age, developmental and maturity levels of the students involved
- degree of harm
- nature and severity of the conduct
- history or pattern of behavior
- relationship between students involved

Remedial measures may also be appropriate. Examples of remedial measures include changing class assignments or schedules where possible, counseling, parent conferences,

on-going monitoring of behavior, a behavior contract, and programming on relevant issues for the student body and parents. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when resolving a complaint of harassment, intimidation, and/or bullying. Disciplinary measures should be consistent with discipline policies.

### **Discipline Overview**

The school believes that an effective instruction program requires an orderly school environment and that the efficacy of the educational program is, in part, reflected in the behavior of the students.

#### **Courtesy**

All members of the school community should treat each other with respect at all times. Students are strictly forbidden to answer back an adult and/or to speak unkindly to another student. Students must comply with adult directives even if they do not meet with their approval. Directives which are perceived to be unjust may be discussed with the principal, student, and the adult involved, at a mutually agreed upon time. Lack of respect by attitude, action, or word will warrant accountability ranging from a reprimand to an in-school suspension, depending on the severity of the infraction.

### **Philosophy of Discipline**

At St. Mary of the Lakes Catholic School, our goal is to develop in each student a sense of self-discipline, which grows out of respect for one's self and respect for others. We ask our students to help maintain a spirit-filled atmosphere where the dignity of each person is respected. Our code of conduct is designed to help each student take responsibility for his/her choices and actions. We strive for an increasing sense of self-discipline as students grow and mature. They are taught to weigh choices and consider consequences. At all levels, students are held responsible for their actions. We further ask them to take responsibility when mistakes are made, and to grow from the experience. We ask our parents to support and encourage their children as they grow into responsible Christians. Allowing them to grow means allowing them to be responsible for their mistakes. We ask that parents support the school's mission and teachers/staff members who work towards this mission daily.

### **Disciplinary Definitions**

**Cheating** – Taking information and presenting as their own. It involves the components of stealing and lying.

The following are the major categories of cheating, but are not limited to:

**Assignments** – Copying someone else's work instead of completing the assignment themselves. This would include anything from daily homework to major research

papers.

**Test/Exams** – Soliciting help during a classroom-testing situation. This would include the use of information brought to class, sharing of information during class or the sharing of information about the test with students who have not yet taken the test.

**Plagiarism** – Using information from a source (text, internet, research, information), without documentation. Plagiarism of reports is considered cheating and will be considered as such.

**Classroom Disruption** – Any act whereby the student causes commotion, distraction and/or interrupts the teacher or classroom atmosphere to the extent, that the learning process of other students is hampered.

**Direct Disobedience or Disrespect** – Disregarding a directive when specifically given and failing to show respect to a teacher, staff member, teacher assistant, including anyone responsible for the supervision of students.

**Horseplay** – Play fighting, pushing, tripping or any act that may cause injury to any student or damage to property.

**Lack of respect for school property** – A student may be held liable for monetary compensation to replace an object at today's market value.

**Stealing** – Taking items of clothing, personal possessions, or material that does not belong to you, including items in desks, tote bags and book bags, or including any item that is school property.

**Consequences will be assessed depending on the severity of the situation and at the discretion of the principal, teachers, or staff.**

### **Important Notice**

The pastor/principal has the absolute discretion to interpret any and all of the rules and provisions in this handbook. Nothing in this handbook shall limit the pastor's/principal's authority to interpret and apply the rules. They have the right to impose different and additional penalties and to impose penalties for offenses that are not specifically listed in this handbook. This includes disciplinary action for conduct that occurs on the school premises or other locations where the behavior has an impact on the school environment. The penalties may include loss of privileges, removal from activities, suspension and/or expulsion. The principal reserves the right to amend this handbook and the school policies without prior notice. Every effort will be made to advise parents and students of such changes.

### **Student Infraction Notice**

Student Infraction forms are used to inform parents of infractions. Your signature indicates that you have read the form and are aware of the behavior.

### **Spiritual Life Program**

Religious Education is a major subject in all Diocesan schools. Taking Religion yearly is considered a graduation requirement. No student will be exempt from participating in the religious education program at any grade level. The content of the religious education program at St. Mary of the Lakes School is the authentic teaching of Jesus Christ and His church. Formal religion classes are not the only occasion for religious instruction. Time will be provided for liturgical celebrations with student and faculty participation. Daily prayer will be regularly scheduled along with other types of religious programs designed to foster and exemplify the faith.

The non-Catholic student is welcomed at St. Mary of the Lakes School. The non-Catholic student is expected to understand and agree that the school exists to educate within the framework of Catholic values. Non-Catholic students must participate in the religion classes and liturgical services that are provided for students during the school year with the exception of the reception of Holy Eucharist and Reconciliation. A blessing will be provided for non-Catholics during the reception of the Eucharist. Non Catholics must also participate in service hour requirements.

## **SECTION VII – ACADEMICS- GRADING/REPORTING**

### **Grade Procedures**

The students will receive a grade that reflects a variety of assessments such as classroom testing, class participation, performance assessments, portfolios, and homework. Conduct does not enter into the grading process for major academic areas. However, poor conduct may lead to lower grades because of an inability to be fully involved in the teaching/learning process.

For *kindergarten students*, the progress code for major disciplines is a set of *developmentally-appropriate* performance indicators as follows:

- P-Proficient
- D-Developing
- E-Emerging
- N-Not Yet Evident

For *first and second grade students*, the student grades consist of a set of performance and indicators specific to these grade levels as follows:

- O- Progress is Outstanding
- G- Progress is Good

S- Progress is Satisfactory

N- Progress is Needed

For students *grades three (3) through five (5)*, a letter grade associated with a numerical range is established as follows:

Grading Scale:

A (93%-100%) - Outstanding

B (85%-92%) - Good

C (76%-84%) - Satisfactory

D (70%-75%) - Needs Improvement

F ( $\leq$  69%) - Not Meeting Curriculum Expectations

Sixth through eighth grade students will receive a numerical grade for each major discipline. A passing grade is 70% out of 100%. The lowest failing grade to be recorded on the report card will be 60% in any academic content area. An "F" will be reported whenever the grade in a particular content area is less than 60% indicating that the student is not meeting minimum levels of proficiency.

A rubric is used for enrichment courses (Music, Physical Education, Art, Spanish, Technology)

Rubric Scale:

4- Progress is Outstanding

3- Progress is Good

2- Progress is Satisfactory

1- Progress is Needed

Personal and Social Development codes are indicators of a student's ability or inability to progress in school. The following are some examples of Personal and Social Development traits:

Exhibits Positive Attitude

Practices Self-Control

Respects Rights and Property

Engages in Active Listening

Displays Initiative

Completes Homework Assignments

### **Homework**

Homework is an important part of our school curriculum. It should be based on the material that has been taught in school and should grow out of class work to supplement, enrich or give additional practice. Homework includes study as well as written assignments. Independent reading may be assigned daily and counts as part of the established time

dedicated to homework.

The total amount of work assigned for homework should be based on what the average student should be able to accomplish in the following suggested times:

Grade K-2: 10-20 Minutes

Grades 3-4: 30-40 Minutes

Grades 5-6: 50-60 Minutes

Grades 7-8: 90 Minutes

### **Progress Reports**

Progress reports, K-2, are distributed in the middle of each trimester. Parents with students in grades 3-8 have the ability to check your child's progress through Genesis Parent Access.

### **Parent Teacher Conferences**

Scheduled conferences occur in the fall of the school year; however, we encourage parents/guardians to have conferences with teachers at any time. Any parent/guardian wishing to meet with the Principal or teacher is asked to send a written request or place a phone call to the school for an appointment. Teachers will not be able to schedule an appointment at times that could conflict with teaching or supervisory duties. Stopping at a teacher's classroom is NOT permitted nor is it appropriate to discuss a child's progress while a teacher is supervising a class during dismissal or similar circumstances. Parents/Guardians are asked not to call any staff members at their homes. Should a problem arise regarding a student, parents/guardians must first communicate with the teacher before reaching out to the Principal.

### **Report Cards**

Report cards are made available three times during the school year: December, March and June. For all 3 trimesters, the report cards are presented electronically through Parent Access in Genesis. Report cards may be withheld for tuition payments that are not up to date without the pastor's permission.

### **Standardized Testing**

The Diocese of Trenton mandates that achievement tests for students 2-8 are administered three times throughout the school year. The Renaissance Star Testing is currently used.

### **Academic Recognition**

#### **Principal's List (Students 6-8) – Awarded each trimester**



All Major Subject Areas – 93%-99%

All Enrichment Classes – 3 or 4

Conduct – S or O

Personal/Social Development areas may influence a student's final eligibility for Principal's List as determined by the classroom teachers and the school Principal.

### **Presidential Award**

Awarded to eighth graders at graduation and is based on academic excellence in grades 6 through 8.

### **Graduation Requirements**

All students graduating SML School must meet the prescribed course of study given by the Diocese of Trenton and must be students in good standing behaviorally. Any student who does not meet these requirements will not receive a diploma until necessary courses are complete and until the student demonstrates appropriate behavior.

## **SECTION VIII- FINANCIAL POLICIES**

### **Tuition Payment Options**

Option 1. Full Tuition Payment – In choosing this option, parents agree to pay tuition in full no later than June 1. Families not paying the tuition by the deadline will be required to use the FACTS program.

Option 2. FACTS PAYMENT PLAN – An account is set up through FACTS and tuition payments are AUTOMATICALLY withdrawn from your account (checking or savings). The following payment plans are available:

Monthly payments, Semi Annual Payments, Quarterly Payments

If not previously enrolled in FACTS, parents must enroll through the school website. Those families enrolled in FACTS will be automatically re-enrolled each school year.

Please note all families MUST have an account in FACTS in order for the school to utilize the *Incidental Billing* feature.

### **Financial Assistance**

The goal of St. Mary of the Lakes Parish is to provide a Catholic School Education to all who desire it at a reasonable cost. To apply for tuition assistance please refer to our school

website for instructions. Any questions/concerns please contact the School Bookkeeper, Andrea Newbern, at ext. 212 or [bookkeeper@smlschool.org](mailto:bookkeeper@smlschool.org) or Maria Sobel, Principal at [msobel@smlschool.org](mailto:msobel@smlschool.org).

### **Policy for Tuition Refund if Student Withdraws**

As we plan for the upcoming school year, considerable effort and expense is involved in the registration process. We understand that plans and circumstances sometimes change. Should you decide to withdraw your child, the following policy applies:

- If written notice of withdrawal is received by the school on or before August 15, the entire tuition obligation will be waived, and any payments made will be refunded upon written request to the school.
- If written notice of withdrawal is received by the school after August 15 and the student does NOT attend, 90% of the annual tuition will be forgiven. The family is obligated to pay the remaining balance of 10% of the annual tuition as billed. If payments were made in excess of 10% of the annual tuition, a refund for that amount will be issued upon written request to the school.
- If a family chooses to withdraw their child(ren) from the school once they begin attending, the family tuition obligation will be calculated as follows:

<b>Withdrawal Date</b>	<b>Annual Tuition Obligation</b>
September	80% of tuition forgiven; family obligation 20%
October	70% of tuition forgiven; family obligation 30%
November	60% of tuition forgiven; family obligation 40%
December	50% of tuition forgiven; family obligation 50%
January	40% of tuition forgiven; family obligation 60%
February	30% of tuition forgiven; family obligation 70%
March	20% of tuition forgiven; family obligation 80%
April	10% of tuition forgiven; family obligation 90%
May	No adjustment; family obligation 100%
June	No adjustment; family obligation 100%

- Calculations will be based on the last month in which the child(ren) attended one or more days of school. If payment has been made in excess of the family obligation, a refund will be granted upon written request to the school.
- Student records can only be provided to the child's new school upon satisfaction of the tuition obligation.
- In the case of extremely extenuating circumstances, the principal/pastor have the discretion to make adjustments to this policy.

### **Delinquent Tuition**

Reasonable effort will be made to contact families who have missed one tuition payment. If parents are unresponsive and/or making no effort to communicate their plans to become current on their tuition obligations, SMLS reserves the right to unenroll the student. Tuition assistance is available for families in difficult circumstances. Please see

the financial aid section of our website for details.



## **APPENDIX**

### **REPORT OF HARASSMENT, INTIMIDATION AND/OR BULLYING**

Reporter Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Reporter's Relationship to student(s) or individual(s): \_\_\_\_\_

Date of incident: \_\_\_\_\_ Location of incident: \_\_\_\_\_

Names and grades of students involved: \_\_\_\_\_

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Reporter's description of incident:

Action taken, if any, by reporter:

Date of report: \_\_\_\_\_

Name of person receiving report: \_\_\_\_\_