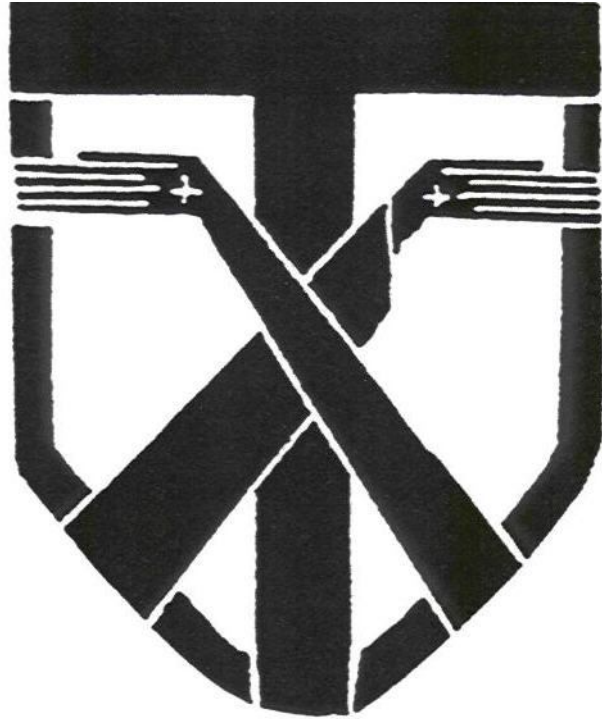


**SAINT MARGARET
REGIONAL SCHOOL**



**PARENT/STUDENT
HANDBOOK
2009-2010**

773 THIRD STREET WOODBURY HEIGHTS, NJ 08097

Dedication

This handbook is dedicated to Sr. Lorraine Klein, fmij (1955-2009) who served as principal of St. Margaret Regional School for twenty-two years and to our parents and teachers who have collaborated in God's call to the educational ministry of the Church. It is because of their dedication and commitment that Saint Margaret Regional School continues to be a Spirit-filled faith community where our students, parents, faculty and staff are loved and respected because we are first and foremost loved by God who called all of us into existence.



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St. Margaret Regional School
 773 Third Street
 Woodbury Heights, New Jersey 08097
 (856) 845-5200
www.stmargarets-rs.org

2009-2010 School Year

Dear Parents:

We appreciate the cooperation of our parents and students regarding our Handbook. Please read the Handbook, discuss its content with your child(ren) and sign below.

Keep the Handbook in a safe place for easy reference.

As a parent, I understand that I have the right to withdraw my child(ren) if I do not agree to follow the policies contained in this Handbook.

Name of child(ren) _____	Grade(s) _____
_____	Grade(s) _____
_____	Grade(s) _____

Parent(s)/guardian signature:

_____	Date _____
_____	Date _____

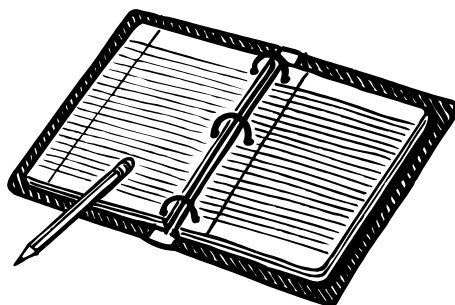
**Note: Please return this form to your youngest child's homeroom teacher
 by November 6, 2009**

Important Notice

The principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the principal believes to be correct. Nothing this handbook says limits the principal's authority to interpret and apply the rules.

Even though this handbook explains penalties that can be imposed for certain types of misconduct or prohibited behavior, you should be aware that the principal has the right and the authority to impose different or additional penalties and to impose penalties for offenses that are not specifically listed in this handbook, if the principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission or its educational objectives. This includes disciplinary action for conduct that occurs on the school premises or at other locations. The penalties may include suspension and/or expulsion.

The principal reserves the right to amend this handbook and the school policies and procedures without prior notice. Every effort will be made to advise students and parents of such changes.



MISSION STATEMENT

*In keeping with the Mission of St. Margaret's Parish,
TO BE CHRIST:*

it is our purpose to enable each student, together with his/her family, to grow spiritually, intellectually, physically, emotionally and socially and to realize his/her potential as a child of God and another Christ.

HISTORY

St. Margaret Regional School has been providing quality education since 1963. The Franciscan Missionary Sisters of the Infant Jesus, along with our devoted lay teachers, have maintained a school environment which encourages Catholic Christian values and promotes learning.

ELIGIBILITY

St. Margaret Regional School is the parish school for St. Margaret Church, Woodbury Heights, and Incarnation Church, Mantua. However, we accept families from other parishes as well. Students must meet the age cut-off date of Sept. 30.

Kindergarten	5 yrs. old by Sept. 30
1st grade	6 yrs. old by Sept. 30
Preschool	3 yrs. old by Sept. 30
Preschool	4 yrs. old by Sept. 30

Age does not guarantee acceptance into our full day academically oriented kindergarten program. Our school reserves the right to refuse acceptance of a child for kindergarten based on the result of the kindergarten screening. Grade placement for students transferring into St. Margaret's Regional School is determined by the principal.

DAILY SCHEDULE

Faculty arrival	7:30-7:45
Student arrival	7:50-8:00
Prayer	8:05
Lunch/recess	11:30-1:00
Dismissal	2:45

RELIGIOUS EDUCATION

Of the educational programs available to the Catholic community, Catholic Schools afford the fullest and best opportunity to realize the threefold purpose of Christian education among children and young people.

Our religious education program helps our children to form a sound basis for moral and ethical decisions, and helps them to acquire an understanding of their relationship with God and each other. Our religious activities include:

First Friday Mass	Individual Class Mass
Reconciliation	Advent Para-liturgies
Lenten Para-liturgies	Rosary/May Crowning
Vocation Awareness	Mission Awareness
Food/toy collection	

AVAILABILITY OF THE SACRAMENTS

Children have the opportunity for confession and Mass as a regular part of their religious instructions. Class Masses and para-liturgical services are planned throughout the year. Preparation for First Penance, First Communion and Confirmation take place over a 2 year period, including meetings for parents. The normal time for the reception of First Penance and First Communion is in grade 2 and Confirmation in grade 8.

Students are required to receive their sacraments in the parish community in which the family is registered. All immediate sacramental preparation takes place within that parish community setting.

CURRICULUM

The academic program offered at St. Margaret Regional School follows the curricular guidelines recommended by the Diocese of Camden. Textbooks are continually evaluated and chosen to support the curriculum. Library, health, physical education, Spanish, music and art are regularly taught, as well as computer literacy.

INTERNET AND SOCIAL COMMUNICATION

The use of the internet and all forms of social communication (written or verbal) must be ethical and follow Catholic/Christian norms. No parent, student or teacher has the right to violate the rights of another person by improper use of any type of social communication, including but not limited to emails, blogs, or gossip by any means.

All parents must sign an "Acceptable Use Policy" before their child will be permitted to use the internet in school. The Acceptable Use Policy is signed only once and is in effect until the last child graduates or leaves St. Margaret's School.

ADVANCED MATH PLACEMENT

St. Margaret's Regional School provides an accelerated math program for students in grades 5-8. The purpose of the class is to provide students who demonstrate mathematical abilities to complete a full year of Algebra I by the end of eighth grade. Students are selected at the end of fourth grade. Selection is based on IOWA Test scores, math grades and teacher recommendation. Students who do not maintain a minimum B average at all times will be dismissed from the group. Placement in the advanced math program is not a parental choice.

PHYSICAL EDUCATION PROGRAM

All students are required to participate in the Physical Education program unless a written excuse from a parent or guardian is presented to the Physical Education Instructor on that particular day. If a student is to be excused for more than two days, a written excuse from a physician must be presented in the principal's office stating the specific time period the student is to be excused. A written assignment may be given to a child if he/she is not permitted to participate in gym. This is done to engage the student in a learning experience related to physical education.

Proper gym uniform must be worn on gym days. Points will be deducted from a child's grade for the following reasons: Improper uniform, lack of participation, lack of attention, unwillingness to participate in any activity prescribed as part of the physical education class.

Physical Education class also includes instruction in nutrition and health awareness.

MISSIONS

Children are made aware of the spiritual and material needs of the foreign missions and are given the opportunity to assist those who are in need throughout the school year.

COUNSELING

A part time counselor is available at St. Margaret Regional School. Counseling may be requested by the parent, in writing, or by the classroom teacher as needed, with parental written consent. In an emergency situation, a student may see the counselor, and the parent will be informed as soon as possible. In a serious situation, the police and Crisis Intervention will be notified. Students with serious problems will be recommended for clinical help outside of the school.

SPECIAL SERVICES

Children may also receive the following services, if they qualify:

- Corrective speech therapy
- Examination and classification of students with special needs in the areas of academics, behavior, or physical condition
- Compensatory education
- Home instruction in case of prolonged absence

LIBRARY

The school library is opened to students in grades K-3 at a specified time during school hours. Grades 4-8 will use the library under the direction of the classroom teacher for projects designed by the teacher. The student who signs for a book is responsible for it; that student cannot lend it to another for any reason.

Library books can be kept for a week. They must be returned when due in the same condition as when issued.

Silence is to be observed in the library at all times.

If a library book is not returned when due, it should be returned the next school day. Every library book must be returned or its replacement cost must be paid. Any child that does not comply with this request will not be permitted to take out books the rest of the year. The report card will be held until the borrowed book is returned, replaced or paid for.

READING MATERIAL

Children must have a book to read at all times. The books/magazines should be on the child's reading level. Books with excessive violence, obscene language, sexual innuendoes, or matter against the Catholic faith and morals will be confiscated. Inappropriate material in school is considered a serious offense.

HOMEWORK

Homework is an essential requirement for the full scholastic development of the child. Homework is assigned to solidify and integrate what the child has been taught and to foster in the pupil independent work habits and instill in him or her a sense of personal responsibility.

The following chart may be used as a guide to indicate the amount of time **the average** child spends on homework at the indicated grade levels. This includes written and study assignments.

Grades 1 and 2	30 minutes
Grades 3, 4 and 5	60 minutes
Grades 6, 7 and 8	90 minutes

• *In the lower grades, if a child is slow in working and exceeds the time shown, it is better to stop and permit the child to return to the assignment later with a fresher mind.*

•If your child requires excessive time to complete homework, contact your child's teacher, as this could indicate a problem.

TESTING AND EVALUATION

Evaluation is an everyday process. Once a year students in grades 3-8 are required to take a standardized test that is also administered simultaneously throughout the Diocesan School System. This battery of tests is commonly known as the Iowa Test of Basic Skills. Grades 4 & 7 take the Comprehensive Ability test. All test scores are sent home. Parental questions are also addressed where needed. Cognitive Ability Test results are not sent home. Parents with students in grades 4 and 7 may come to the office to see their child's CAT results.

Grades 1 and 2 take the IOWA Test Survey for tracking purposes only. It is not required by the Diocese of Camden.

TESTS

Test papers are periodically sent home for parental signature. The parental signature implies these papers have been reviewed, and you are aware of your child's progress. Since this is a method of informing parents of your child's progress, **it is your responsibility to follow up with the teacher if you are concerned.**

N. B. Each teacher has her/his own style of testing and returning papers.

Students in grades 4-8 are given cumulative tests at the end of the school year in all major subjects to determine the level of proficiency the student has achieved.

ALTERNATE ASSESSMENT

Student progress is also assessed through alternative means such as homework, reports, quizzes, workbook pages, and oral assessment. Please check with your child's teacher to determine how alternative assessment is used and graded in your child's class as this varies from teacher to teacher.

CHEATING

Cheating on a test is a serious compromise of a student's integrity and will not be tolerated. If cheating is discovered, the student's work will be confiscated and a failing grade will automatically be given for that particular test and the student will be subject to a suspension. This also applies to anyone assisting in cheating.

Copying homework, doing homework in class while it is being corrected and pretending it is complete are also forms of cheating. As such proper measures will be taken to ensure a student's integrity is not compromised in the future.

N. B. This applies to all written assignments.

RETENTION/SUMMER SCHOOL

Academic failures in two or more subjects constitute grounds for retention. A student, who is doing unsatisfactory work because of a lack of effort or maturity, or for other reasons, will be retained in the same grade. A child who fails one subject must successfully complete 20 hours of summer school before being admitted into the next grade. Failure to attend summer school will result in retention.

A student who is doing unsatisfactory work, but not failing, in two or more subjects must be tutored for a minimum of twenty hours in the weak subjects before being admitted into the next grade.

All work and tests completed by the student during this time must be presented to the principal by August 30. Results of assignments and tests, and recommendation by the tutor will determine his/her readiness for promotion. Failure to do this will result in the student's retention.

CHILD STUDY TEAM

As an outcome of our philosophy, it is at times necessary for a teacher to recommend evaluation of a child for academic and/or social, emotional reasons. No one can predict the future, but experience is the best indicator that early assessment of possible problem areas does help most children for whom it is suggested.

CONFERENCES/PROGRESS REPORTS/REPORT CARDS

Conferences are provided throughout the year as the need arises. These conferences can be requested either by the teacher, parent, or principal. All conferences must be scheduled 24 hours in advance. Conferences should not be scheduled during the teacher's lunch break unless authorized by the individual teacher.

PROGRESS REPORTS

Progress Reports are distributed as needed throughout the marking period. Once a child's average falls below a 77, a progress report must be sent to the parent by the teacher.

REPORT CARDS

Report Cards are issued periodically throughout the year, in keeping with the policy of the Diocese of Camden. Parents should examine report cards carefully. Report cards represent a composite of daily work, home assignments, reports and tests. The marking system has the following codes:

Major Subjects Grades 3-8

A+	97 - 100	A	93 - 96
B+	89 - 92	B	85 - 88
C+	81 - 84	C	77 - 80
D+	74 - 76	D	70 - 73
		F	below 70

Minor Subjects Grades 3-8

E	Exceeds grade level expectation
S	Satisfactory
NI	Improvement Shown
U	Unsatisfactory

Major Subjects grades 1-2

E	Growth is self motivated, exceeding grade level expectation
G	Growth exhibited to build knowledge and skills, meet grade Level expectations
P	Early stages of development, progressing toward grade level Expectations
I	Initial stages of development, needs assistance

Minor Subjects 1-2

E	Exceeds grade level expectations
P	Passes grade level expectations
F	Fails grade level expectations

Major subject grades for Kindergarten

C	Consistently observed
S	Sometimes observed
N	Needs practice and support
N/A	This skill was not assessed during this marking period

N. B. The format of report cards is subject to change by the Diocese of Camden.

Perfect Attendance is awarded to any child who **has not been late** or **missed any** school. Students, who **leave school early**, even on one day, **are ineligible for a Perfect Attendance Award.**

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held to develop a greater understanding of all the children and to aid their growth by mutual effort and sharing of ideas. Conferences are scheduled throughout the year at the request of parent or teacher.

There is a mandatory conference during each academic year.

APPOINTMENTS WITH FACULTY OR ADMINISTRATION

When in doubt regarding some regulation, parents are requested to contact the school to clarify the point in question.

Appointments for a conference with the principal or a teacher may be made through the school office.

The chain of command should be followed: Teacher/principal/pastor/diocese

Visitors and parents are not permitted to enter the corridors or the classrooms without stopping in the office first, signing in and receiving a visitor's pass, regardless of their purpose or intention.

TEACHER REQUESTS

Parents **may not** request a specific teacher for their child.

PARENTS RESPONSIBILITY

Parents must weigh seriously their obligation to educate their children in an atmosphere which emphasizes the message of Christ, community, and service to others.

Parents can assist our educational partnership by:

- Attending weekly Mass and significant religious services with their children
- Assisting their children in academic and moral development by reviewing report cards carefully,
- Supervising home study, and cooperating with the school concerning activities, recreation and discipline
- Talking about school with their children
- Providing a suitable time and place for homework
- Monitoring television viewing
- Reading aloud to their children
- Attending school programs with their children
- Sharing hobbies and interests with their children
- Trying to discover the children's interests and talents so they can be developed in cooperation with classroom teachers

- Taking an active role in the school Parent-Teacher Association
- Allowing the child to accept consequences for poor behavior, rather than defending a child's behavior
- Sending children to school regularly
- Keeping sick children home
- Supporting a teacher's policies
- Helping children to cope with imperfections rather than excuse

CODE OF CONDUCT

The purpose of discipline at St. Margaret Regional School is to promote tranquillity arising from order. Discipline also nurtures the care and respect for the individual and others. Ideally, this is something that exists within the individual who recognizes those responsibilities of service owed to God, himself/herself and others. But whether or not this maturity exists within the individual, order is essential to the effective management of any school. The purpose of discipline is to provide an atmosphere in which children can develop into self-directed thinking Christians actively involved in the world they will help create.

STUDENT RESPONSIBILITIES

Students are required:

- To obey all classroom and school rules
- To attend all classes and to actively participate
- To do all work assigned by the teacher, both in the classroom and at home
- To return, on time, any papers issued by the principal or the teacher
- To address all teachers, staff and any visitors to the school with due respect
- To dress according to the school uniform code
- To treat fellow students with Christian love and respect
- To move about the school, including entering and leaving, in an orderly and organized manner
- To observe the rules of the library
- To remain on school property from time of arrival in the morning until time of dismissal
- To obey bus safety rules
- To attend any detention issued
- To sign in at the office when tardy before reporting to the homeroom
- To hand in all messages sent into school by parents/guardians
- To accept responsibility for their personal belongings and also to have respect for property belonging to others and to the school
- To do their part to assure that the lavatory facilities are left neat and clean.
- To keep books/book covers neat and clean
- To have a good book to read at all times
- To accept responsibility for their behavior at all times



CELL PHONES AND BEEPERS

Cell phones are permitted for security purposes only. Cell phones must be turned off at all times during school hours. If a cell phone goes off in class, it will be confiscated and returned to the parent. Should a second offense occur, the phone will be confiscated and returned to the parents at the end of the school year.

Beepers, Ipods, MP3 players, games and any other electronic equipment are not permitted in school. Any such item found in school will be confiscated and returned to the parent the day after school ends in June.

ON THE PLAYGROUND

Students will play safely, avoid rough playing and wrestling, respect each other and school property. Hardballs, bats and hockey sticks are prohibited on the playground.

All injuries must be immediately reported to the teacher on duty. Students must have a note from a parent if they are to remain indoors at recess.

DETENTION

For a minor violation of school regulations, such as failing to complete school and home assignments, disregard for student responsibilities, disregarding teachers' warnings, chewing gum in school, public display of inappropriate affection, and so forth, the offending student will be detained in school from 2:45 until 3:30 PM on a date determined by the teacher in charge. Three repeated detentions form grounds for suspension or dismissal from school, depending on the circumstances. The school is not responsible for any child after they have served their detention. Parents must provide transportation at the appropriate time.

In addition to detentions, grades 5-8 use a check system which forms the basis of the conduct grade.

SUSPENSION

A child may be suspended from school for a serious violation of school policy or for frequent minor violations. Suspensions may extend from one to two days. When a student is suspended, his/her parents are notified. Before being re-admitted, a conference will be arranged with the principal, the teacher(s) and the parent(s) in attendance. No re-admittance may occur prior to this conference. **The administration reserves the right to dismiss any student at any time for just cause.**

VIOLATIONS

The following violations are considered serious and are punishable by suspension or expulsion at all grade levels:

- Disrespect and defiance of authority
- Misbehaving during Mass or other liturgical celebrations.
- Continued disregard of school regulations
- Damaging of school property or other student's property
- Stealing
- Leaving school grounds
- Truancy
- Abusive language {verbal or written}
- Hitting or kicking another child - whether provoked or unprovoked
- Fighting on or off school grounds {buses included}
- Smoking or use of alcohol or drugs on school grounds
- Missing class without permission
- Scandalous behavior that damages the reputation of the school {on/off school property}
- Possession of drugs/alcohol/firearms/knives - real or play on school property
- Threatening the well being of another child or any type of harassment
- Possession of inappropriate written material {books, magazines, notes, letters, etc.}
- Continued inappropriate bus behavior
- Any form of violence, including bullying, physical or verbal
- Any form of inappropriate touching.

VIOLENCE

Any physical assault, threatening gesture or verbal abuse is considered a form of violence. It includes verbal threats to inflict harm, attempting to harm (strike, push and/or aggravate). Verbal harassment or use of offensive language or gestures, disorderly conduct (shouting, throwing things, punching walls, slamming doors), false malicious statements, fascination with weaponry are all forms of violence. Any type of violence is punishable by suspension or dismissal from school.

Any threats or abuse must be reported to the principal or the vice principal if the principal is absent, immediately. It is easier to handle the situation when it is clear in everyone's mind, rather than dealing with stories that are blurred by weeks of time.

HARASSMENT

Harassment is behavior or words that may be offensive whether repeated or on a one-time basis, are uninvited, unwanted and unwelcome. Harassment causes a person to feel uncomfortable and creates an environment that makes learning difficult or impossible.

Harassment is unfair, disrespectful and has no place in any Catholic school in the Diocese of Camden. The first reported offense of harassment will result in a conference with the student and a warning. Second offense will result in detention and parent conference. Third offense is a suspension.

HARASSMENT MUST BE REPORTED IMMEDIATELY TO THE PRINCIPAL OR THE VICE PRINCIPAL IF THE PRINCIPAL IS NOT AVAILABLE.

ALL REPORTS OF VIOLENCE AND HARASSMENT WILL BE HANDLED ACCORDING TO THE AGE AND LEVEL OF UNDERSTANDING OF THE CHILD, AND ACCORDING TO THE REQUIREMENTS OF THE DIOCESE OF CAMDEN AND THE STATE OF NEW JERSEY.

Students receive Child Assault Prevention Training (CAP) on a regular basis particularly in Kindergarten, fourth grade and seventh grade. This is to enable the child to recognize and report abuse. Parents are strongly encouraged to attend the parent meeting prior to the students' component. Parents will be notified of the time and place of the CAP parent meeting.

SEARCH

Desks/lockers/book bags/pencil cases, pocketbooks, etc. or the child can be searched for reasonable cause at any time.

DISMISSAL

Three suspensions in the course of one year form grounds for dismissal from the school. Typically dismissal will occur after an expulsion hearing.

Weapons or drugs in school are serious offenses which must be reported to the local authorities and are cause for immediate expulsion.

ATTENDANCE POLICY

"It is the duty of the principal and the teachers to insist on regular attendance. The loss of even one day is detrimental to the pupil's progress" (Diocesan School Board, 1976). New Jersey State law stipulates that *"Such regular attendance shall be during all the days and hours that the public schools are in session in the district unless it is shown to the satisfaction of the board of education of the district that the mental condition of the child*

is such that he/she cannot benefit from instruction in the school or that the bodily condition of the child is such to prevent attendance at school." (18A:38-26)

SCHOOL HOURS

The school day at St. Margaret Regional School begins at 7:55 AM and ends at 2:45 PM.

LATENESS:

Students are expected to arrive at school before 8:05 AM. Students who arrive after this time disrupt the entire class.

Excessive tardiness is defined as being late 3 times per quarter or a total 12 times per school year. A student is late if she/he is not in the front door by 8:05 AM. Late-comers must stop in the school office for a late slip. Students are not allowed to enter the classroom without the slip from the office.

Upon the **fourth** lateness within the quarter, the student will receive an after school detention. After three detentions the student will be required to serve an in school suspension at the discretion of the principal.

ABSENTEEISM

Parents are required to send a written note explaining the reason for the student's absence. Excessive absenteeism of a student from school is considered to be a very serious matter which may inhibit the student learning process. It is the responsibility of the school principal to notify parents when excessive absenteeism occurs.

Absenteeism occurs when any student is absent from school for any reason which has not been previously approved by the school principal. The parents of students who have missed 10 or more cumulative days of school within the school year will be notified in the following matter:

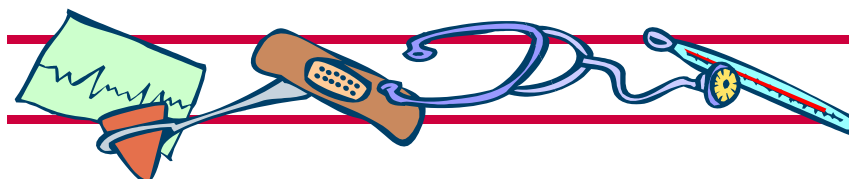
- After 10 **cumulative** days of unexcused absence, a written warning notice will be sent to the parents. It is expected that the parents will respond to the principal as a result of this warning.
- After 18 **cumulative** days of unexcused absence, a parents' conference should be convened with the principal to inform parents of appropriate corrective measures.
- After 30 **cumulative** days of unexcused absence, the student will be retained or will not be re-admitted into the school the following year.

Any child who is not in school, for whatever reason, is absent. A child is marked late who arrives at school between 8:05 and 10:30. Any child who enters school after 10:30 is considered absent for the morning session (1/2 day absent). Any child who leaves school before 12:30 is considered absent for the afternoon. **Only those students whose parents call reporting an illness and present a note will be permitted to make up tests. No work will be given to children who are absent due to vacations.**

- Following an absence, a student must present a note of explanation to the teacher. This note is to be written and signed by the parent or guardian.
- On the first day of absence a parent or guardian is requested to **phone the school office before 9:00 AM at 856-845-5200**. A note is required upon return even though a phone call has been made.
- When pupils are absent because of communicable or infectious disease, a note or re-admission slip from a physician should accompany the pupil.
- Absences which total 30 days constitute a serious obstacle to promotion and re-admission to school the following year.
- It is the child and his/her parents' responsibility to see that work missed during an absence is made up within a week of his/her return to school.
- Permission for a child to leave the school before the closing of the day will rarely be granted and only when explained in a note from the parents. Appointments of any kind should not be made during school time unless there is absolutely no other alternative.
- Failure to send in a note for absence as well as a call results in an unexcused absence.

Long term absenteeism, i.e. **10 consecutive** school days for medical reasons requires that the school arrange for homebound instruction under Chapter 192. (*Diocesan School Board 3/96*)

N. B. An unexcused absence occurs when a child returns to school without a written note, if parents fail to call the school, or both. Students with unexcused absences may be refused admission to St. Margaret's School for the following scholastic year.



VACATIONS:

New Jersey State law requires students to attend school for 180 days, from September to June unless the child is sick. **Teachers are not required to give advanced work or any make up work or tests if a family leaves school for a vacation.**

TRANSPORTATION

BUS TRANSPORTATION

Our school office is supplied with bus application forms in the early spring from the local sending school districts. When received, these are distributed to the children and should be filled out as soon as possible. Unless a form is filled out and put on file in the respective school district, the child is not eligible to ride the bus, nor is he or she covered by the bus insurance.

- In accordance with State Law, transportation is provided, at public expense, for children living at a distance.
- Children are entitled to such transportation as long as they do not infringe upon the rights of another child.
- Misbehavior will be punished, since the safety of all children riding school buses is of the utmost importance.

N.B. The Deptford School district allows pre-schoolers to ride the bus

SCHOOL BUS BEHAVIOR

A continuing violation of good order aboard the buses, such as standing, talking too loudly, etc. or at the bus stop, (rough playing, bothering families nearby, or using unkind language) will bring a suspension of riding privileges and/or in school suspension. The length of suspension will be determined by the school principal. Because of the number of students involved and the load limitations for each bus, it is important that each student rides the bus assigned.

The following regulations must be observed:

- Children upon boarding a bus shall immediately be seated.
- Children shall remain seated until the bus has come to a full stop.
- Children shall at all times keep their entire bodies within the bus.
- Unruly conduct shall not be permitted within or outside the bus.

Poor and disruptive behavior will be punished by the manner listed below or by suspension or expulsion, depending on the seriousness of the violation. Disruptive behavior on a school bus consists of but is not limited to the following:

- fighting, loud or boisterous talking or singing,
- profanity, vulgarity, disobedience or rude remarks to the bus driver, aide, or anyone else,

- smoking,
- annoying another pupil in any manner or by any means,
- eating, depositing paper or litter in the school bus or throwing it out the window,
- defacement or destruction of the school bus or equipment, or the neighborhood,
- projecting any part of the body or any object through the windows
- negligence or refusal of a pupil to sit in the seat assigned by the bus driver.

First Bus Offense: Bus report will be sent to parents by principal stating the date and nature of the offense and a warning.

Second Bus Offense: Three day bus riding suspension*

Third Bus Offense: Riding privileges are removed for the remainder of the year.

N. B. Detentions may also be given according to the offense on the bus.

*The following offenses will warrant **immediate suspension from riding the school bus for 3 days and a school suspension:**

- Fighting
- Flagrant disrespect towards the bus driver
- Vulgar or crude gestures or remarks towards anyone on or off the bus.

N. B. Should there be a need to contact the bus company in your district, the phone numbers are as follows:

Clearview	Walt's Bus	856-299-1400
Deptford	DeHart	856-845-2800 ext. 14
West Deptford	DeHart	856-845-2800 ext. 14
Kingsway	Holcomb	856-931-3632

Presently all of our buses are subcontracted by the local public school district: Clearview/ Walt's Bus; Deptford and West Deptford/DeHarts, and Kingsway/ Holcomb Bus Co. If you have a problem with your child's bus, please call the Transportation Department of your public school district (listed above).

Students must be at the bus stop five minutes before the pick up time which you received from your public school district. The bus driver is not obligated to wait for a child still walking down the street or who is trying to get out of the door. If a child misses his/her bus, parents will be called. The bus driver is not obligated to turn around and pick up a child who did not make it to the bus on time. Bus drivers are not obligated to wait with a child who has no one to meet him/her at the bus stop.

Children are not permitted to switch inter-district bus routes. Permission for this cannot be given through the school office because this is the busing authority's rule.

CAR

Drivers are expected to show courtesy to other drivers in the school area and to the patrol members on duty. Drivers are asked not to park in the areas where buses will be approaching or leaving the school grounds. If parents park on any street in the vicinity of the school to avoid the car rider line, their child(ren) will be dismissed with the walkers. If your car is not in the rider line, your child is a walker.

Please observe all traffic directional signals.

Do not use cell phones while driving in the parking lot.

New Jersey state law prohibits idling more than 3 minutes for both diesel and gasoline vehicles.

N. B. A traffic map is included in this book. Please become familiar with the parking zone and bus zone. If you do not understand the map, please call the school and ask for a clarification.

BICYCLES

Bicycle riders are expected to cooperate with school procedures by carrying out the following rules:

- Bicycles are to be parked in the front of the building
- Bicycles are permitted to carry one rider only, the child should ride with the traffic for safety purposes
- Bicycles are to be walked to and from the playground area
- Any student riding a bicycle to school must wear an approved helmet as per state regulations

N. B. Any child riding a bike to school without a helmet will not be permitted to ride his/her bike home.



WALKING

Children who walk from school must obey the rules for pedestrians. For your child's safety, this includes crossing the street at the corner and walking against the traffic, using sidewalks wherever they are provided.

SKATEBOARDS, skates, scooters, etc., are not considered transportation and are not permitted in school.

DRESS AND GROOMING CODES

School uniforms at St. Margaret Regional School are as follows:

Pre-school - No Uniform is required.

Girls Grades K-5

- Maroon plaid jumper
- White long or short sleeve blouses/peter pan collar
- Maroon or white knee-high socks or tights
- Sweater (optional) Only maroon sweaters with monogram may be worn in school
- Uniform shoe- Black oxford or Mary Jane

Girls Grades 6-8

- Gray skirt with 4 kick pleats
- White shirt/button down collar
- Maroon V neck sweater (long sleeve) *or* V neck sweater vest (sleeveless) with St. Margaret monogram
- White or maroon knee socks or tights
- Uniform shoe- Black oxford

FOR ALL THE GIRLS

Uniforms may not be more than one inch above the floor when kneeling on the floor. In cold weather, the girls are allowed to wear slacks or gym pants under their uniform to and from school. These pants must be removed during the day. Girls may wish to wear small cotton shorts under their uniform, especially if they use the playground (sliding board, monkey bars, etc.).

No eye make-up of any kind, fingernail polish, fake nails, sculptured nails or lipstick can be worn. Chap Stick must be clear.

Extreme hairstyles and hair coloring are not permitted. Out of courtesy for those who suffer from allergies, no fragranced hair spray or strong perfume is permitted.

One ring, one necklace and one bracelet may be worn. No dangling earrings or hoops. Post earrings only for girls - one per ear.

Boys Grades K-8

- Oxford gray pants
- White long or short sleeve shirts
- Maroon plaid tie
- Maroon V neck sweater (long sleeve) *or* V neck sweater vest (sleeveless) with St. Margaret monogram
- Black oxford shoe, worn with white, black or gray dress trouser socks
- Belt (Pants pulled up to the waist)

FOR ALL THE BOYS

No corduroy pants, jeans, jean type pants or Levi's of any kind.

Extreme hairstyles and hair coloring are not permitted: no lines, shaves, bleaching or other types of coloring, etc. Hair must always be **neat and trimmed out of the eyes and above the uniform shirt collar**. Earrings are prohibited.

OPTIONAL - ALL STUDENTS

September / May & June

- Gray walking shorts
- Golf Shirt (monogrammed) *Must be purchased from one of the uniform companies.*
- Socks(white athletic tube sock, short cut athletic socks, ¼ cut or anklets, no peds)
- Black shoes
- Belt

GYM UNIFORM - All Grades

September - June

- Sweat pants (gym uniform **shorts** may be worn in Sept., May and June)
- Golf shirt or Athletic Association Tee shirt
- Socks (white athletic tube sock, short cut athletic socks, ¼ cut or anklets, no peds)
- Sneakers
- St. Margaret Sweat shirt is optional

N. B. SWEAT PANTS ARE MAROON WITH THE NAME OF ST MARGARET'S SCHOOL ON THE PANT LEG.

The school reserves the right to determine the acceptability in all grooming matters. If a student is not dressed in the school uniform, appropriate disciplinary action will be taken

- Violation of the dress and grooming codes will be noted on the student's report card under general conduct, i.e. should follow directions and should respect authority.
- Common violations include, incorrect socks, no belt, shirt not tucked in, improper shoes, uniform too short, etc.
- Certain dress and grooming codes violations, such as inappropriate hair cut, hair coloration, repeated make up infractions, etc. will result in an automatic suspension since it indicates a serious lack of respect for authority and the rules of St. Margaret School.

Parents choosing not to purchase uniforms from the uniform companies are assuming personal responsibility for purchasing the proper uniform.

The Official Uniform Companies are:

Flynn & O'Hara Uniforms, Inc.
10905 Dutton Road
Phila., PA 19154
800-441-4122

Luv 'n' Duds
570 Bridgeton Pike (Rt. 45)
Mantua, NJ 08051
856-468-2552

Flynn & O'Hara Uniforms, Inc.
S. Black Horse Pike
Mt. Ephraim, NJ 08059
856-931-8838

Casual Clothes

At designated times, students are permitted to wear dress clothes or casual clothes. In such instances the clothes must be neat, clean and modest. (Interpretation: No tight clothes, pants or shirts; no low cut pants or shirts or blouses, no tank tops, no excessively short pants, skirts or dresses.) Parents will be called to bring alternate clothes if their child comes to school with inappropriate casual clothes. The inappropriately dressed child will not be able to attend class until suitable clothes are brought to school and the child has changed.

Modesty-girls

- skirts may not be more than one inch above the floor when kneeling on the floor
- pants may not be tight or too short
- Shoulders, chest, midriff and thighs must be covered.

Modesty – boys

- pants worn at waist level, no visible undergarments.
- No tight pants, tank tops or muscle shirts

SCHOOL ACTIVITIES

ATHLETICS

Athletics are an integral part of the educational process and should be enjoyed by as many of the children at our school as possible. However, athletics must NOT take precedence over the educational process. The Athletic Program of St. Margaret's Parish is to build good sportsmanship and respect, as well as skill. Guidelines are established for all students participating in the athletic parish program. Students **must** have some type of insurance in order to participate in the parish sports program.

Students who do not maintain at least a "C" average in every subject during the school year may not participate in the Athletic Program. Students will be suspended from a sport if grade averages drop below a "C".

CLASS TRIPS

Field trips are privileges afforded to students, not absolute rights. Students will be denied participation if they fail to meet academic or behavior requirements.

Class trips are taken only with the permission of the parent. When such trips are being planned, permission slips will be sent home to be signed by the parent. If a student has a special health need, parents should contact the teacher well in advance.

Class trips are not family outings. Not all parents will be asked to help as chaperones and must abide by the teacher's decisions. Parents may not follow or join the group for safety reasons {i.e., child running across the parking lot to meet parents.} Only parents or legal guardians of students enrolled at St. Margaret School may chaperone a class trip.

OTHER ACTIVITIES

Mission Carnival	Yearbook
Student Council	Academic Awards
School Newspaper	Altar Boys
Science Fair	May Crowning
Social Studies Fair	Christmas Program
Religious Fair	Holy Childhood Assoc.



HEALTH PROGRAM

The school Health Office is here to help you and your child. If the student has any problem or you are concerned about something that affects the physical or emotional well-being of your child, please do not hesitate to call the school. Please keep the health office informed of unusual illness and new immunizations.

ALLERGIES

Food allergies are becoming more prevalent. We ask that all parents instill in their child the delicate balance between the Christian desire to share and the need for safety by not sharing food.

The cafeteria has a "Peanut Free Zone" for each class. These tables are marked with white tape. Every child who sits at one of these tables will have his/her lunch checked to make sure it is peanut free. These tables are washed with a special cloth and fresh bucket of solution in between each lunch to ensure the integrity of the peanut free zone.

Please inform your child's teacher as soon as possible if your child has any type of food allergy that needs to be monitored in the classroom.

PHYSICALS

A yearly physical and dental exam are strongly advised for all students. Those participating in the sports programs are required to have a yearly physical and have the appropriate form signed by the physician.

SCREENING PROCEDURES

The school nurse periodically performs various screenings and communicates concerns to parents throughout the year. The screenings include but may not be limited to:

- Hearing screening Grades K - 8
- Vision screening Grades K - 8
- Height and Weight Grades K - 8
- Hypertension screening Grades 7 - 8

MEDICATION POLICY

The distribution of medication in school is discouraged. If it becomes necessary, please send only enough for school administration in the **original pharmacy container**. **Include a signed note from the parent giving permission to administer medication and a note from the doctor requesting the medication to be distributed. Medication cannot be distributed without both notes.** A student on long-term daily medication will provide the school with a written note from the physician detailing the diagnosis, name of drug, dosage and time to be given. Students may not carry over the counter or prescription medicine to school. This is against NJ State law and subjects children to possible criminal juvenile records and expulsion from school.

EMERGENCIES

Promptly return the school emergency form distributed in September. Inform the school of any changes in home, work, or emergency phone numbers throughout the year.

In case of extreme emergencies, 911 will be called. The ambulance service transports students to the nearest hospital only. Parents will meet their child in the emergency room.

STUDENT ACCIDENT INSURANCE

The Diocese has adapted a uniform program of student accident insurance for all students in its elementary and secondary schools. The program will cover certain costs resulting from accidents for medical or hospital services without the necessity of providing liability. This is a secondary insurance policy. The cost is included in your tuition.

ILLNESS

Please phone the School Office (856-845-5200) on the first day of your child's absence and state the symptoms so that the nurse can track symptoms for the state health board.

Please follow these State Guidelines when your child has been ill.

1. **Strep Throat** - on antibiotic(s) 24-48 hours before returning to school.
2. **Conjunctivitis** {Pink Eye} - communicable 24-72 hours and until discharge ceases. Antibiotic(s) at least 24 hours before returning to school.
3. **Lice** - treat with prescription medication. Child may return to class next morning after head has been checked by School Nurse. Further instructions can be obtained in the School Office.
4. **Chicken Pox** - remain out of school until last crop of vesicles has crusted and dried.
5. **Fever/vomiting** - child should be fever-free {below 100} and no episodes of vomiting for 24 hours before returning to school.
6. **Impetigo** - should be on antibiotic(s) at least 24 hours before returning to school.

GENERAL INFORMATION

APPLICATION

A parent wishing to enroll their child(ren) in St. Margaret Regional School is encouraged to contact the Advancement Director for a tour and application packet.

REGISTRATION

Registrations are taken through out the year. The following items are necessary when registering a child:

- Medical Records

- Baptismal Certificate/Birth Certificate
- Transfer slip from school attended (grades 1-8)
- All children admitted to Kindergarten must be five years of age by September 30
- All children admitted to Pre-School must be three or four years of age by September 30
- Parents wishing to transfer children into the school must present academic records such as report cards and standardized test (Iowa Test, Terra Nova, etc.) results. These are necessary in order to help us determine if the child will be able to adjust to a Catholic School environment. We screen new students wishing to enter the seventh or eighth grade on a case by case basis due to the difficulty of transition often experienced.
- Once a student withdraws from St. Margaret Regional School prior to graduation, for reasons other than moving to another area, they will not be re-admitted into the school.

N. B. Registration fee is non-refundable

TUITION/FINANCIAL MATTERS

Tuition and registration fees are established by the Diocese. Tuition must be paid through SMART. For assistance or problems with the SMART Tuition Company, please call the SMART Company at 1-888-210-4852.

If a family is in need of **tuition assistance** they should apply through SMART Tuition Company. As a third party, they analyze a family's need and report to the principal and pastor. SMART indicates if sufficient documentation was provided to them in support of the family's need. If a report is deemed POOR or NULL, tuition assistance may be denied. Cases are reviewed on an individual basis. For questions or concerns contact the principal.

N. B. Any family who has not fulfilled their financial obligation for the school year will not be permitted to return to school for the following academic year.

TRANSFER

When a child is transferred from St. Margaret Regional School to another school, parents should:

- Contact the office
- Return all books and library materials
- Procure a transfer slip from the school secretary

CHANGE OF ADDRESS, PHONE, ETC.

It is very important, for emergency and administrative reasons, that every student maintain an up-to-date address/phone record at the school office. Notify the school **immediately** if you have a change of address/phone during the school year. A change of address, phone number or any other condition pertinent to your child's care and safety at school should be put into writing and presented to the school office when the change occurs. Emergency phone numbers should be provided and updated as needed.

LUNCH PROGRAM

Students eat lunch in the gym, and are asked to be as neat as possible. Students are expected to wipe off their area and clean up floor area if they drop anything.

The St. Margaret Regional School sponsors a Lunch Program on a daily basis. Menus and slips for participation are sent home at the beginning of each month. Lunch slips must be returned the Monday prior to the week of the order. Anyone who forgets lunch will only be guaranteed a cheese sandwich, snack and juice for lunch and a bill will be sent to the parents through the child. This is to insure there will be sufficient food for those students who ordered lunch on time.

Milk is purchased on a bi-yearly basis. The price is printed on the yearly calendar.

BOOKS AND SCHOOLBAGS

Textbooks must always be kept covered and in good condition. Any marking on books is strictly forbidden. Covers are NEVER to be scribbled on. A fine may be charged if books are damaged. Full payment must be made if books are lost or misplaced.

Most Workbooks belong to the students. Owners can write in them, remove test pages at the request of the teacher, and keep them at the end of the year. Lost workbooks must be replaced promptly at the expense of the parents/child.

All students from Grades K to 8 MUST use a schoolbag.

SCHOOL SUPPLIES

All children are responsible for supplies necessary for class activities each day. School supplies are available at school for students in grades 1-3 as these are special lined books.

COMMUNICATION/MONTHLY CALENDAR

One of our communications to parents is through the monthly calendar and newsletter which is posted on the web site, www.stmargarets-rs.org. A hard copy of the newsletter is sent only to those families who request one at the beginning of the school year. We encourage parents to keep informed and ask the child whether any notices have been distributed in school that day. All reply notices must be returned to school.

LOST AND FOUND

Lost articles should be reported immediately to the school office. Found articles are to be left at the secretary's office. After a designated time the unclaimed items will be donated to the needy.

WEATHER EMERGENCIES

St. Margaret School generally follows township schools for weather related school closings. The first line of communication of an emergency closing due to weather or other emergency will be given through the Gloucester County Alert System. Parents must sign up for this by registering with the Gloucester County Alert System at www.gloucesteralert.com. Secondly, the announcement of the school closing will be made over the local Radio Station, KYW 1060 AM, and the school name or number **#838** will be used. An announcement will be listed on our web site after 6:00 AM. We ask parents to use good judgment regarding conditions in their individual areas and not jeopardize the safety of their children. In the event that school should have to close early due to inclement weather or any other emergency situation that may arise, the school office will follow the specified instructions provided on the Emergency Closing Form for the dismissal of the student.

FIRE/ EMERGENCY DRILLS

As required by New Jersey State Law, two fire drills are scheduled each month. **Silence** must be observed during this practice which is to be taken seriously by the students. Students will periodically practice lockdown procedures in the event of an emergency in the building or vicinity.

EMERGENCY MANAGEMENT PLANS

St. Margaret Regional School has an emergency management plan in place. Should the evacuation of the school ever become necessary, St. Margaret School will work with the local law enforcement and the public school district of Woodbury Heights to ensure the safety of all the students. Parents will be notified via the emergency number phone chain regarding the pick up location of their child(ren).

LATCH KEY

Our Latch Key Program is provided for students of working parents. Students must obey school rules during this time. Hours are 2:45 - 6:00 PM

A late fee is charged to parents who pick up their child after 6:00.

Fee is determined each year by the number of students participating.



EMERGENCY PERMISSION SLIP

Date of trip _____

Trip destination _____

Class trips are a privilege, not a necessity.

I give permission for my child _____

to attend the class trip. I understand that my child will be transported by bus car
walking. I further understand that my child is expected to follow all school regulations and that

disciplinary action will result if my child misbehaves. I relieve the school of any liability should an accident occur.

Parent Signature _____

Date _____

**GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT
256-9451
PHYSICIAN MEDICATION ORDER FORM**

Nonpublic School: _____ Date: _____

Student's Name: _____ Grade: _____

*** PHYSICIAN TO COMPLETE:**

Diagnosis: _____

Medication: _____

Dosage: _____ Route: _____ Time: _____

Precautions/Side Effects: _____

Date

Physician signature

(Original/No stamps please)

Physician Name: _____ Address: _____ _____ Telephone No. _____
--

* Please provide a separate form for each medication that is to be administered.

I give permission for *(name of student)*: _____ to receive medication at school as prescribed by Dr. _____

I WILL BRING THE MEDICATION TO SCHOOL IN THE ORIGINAL CONTAINER, PROPERLY LABELED.

Date _____

Parent/Guardian Signature _____

AM DROP OFF

Please pull up as far as possible to make room for arriving vehicles.

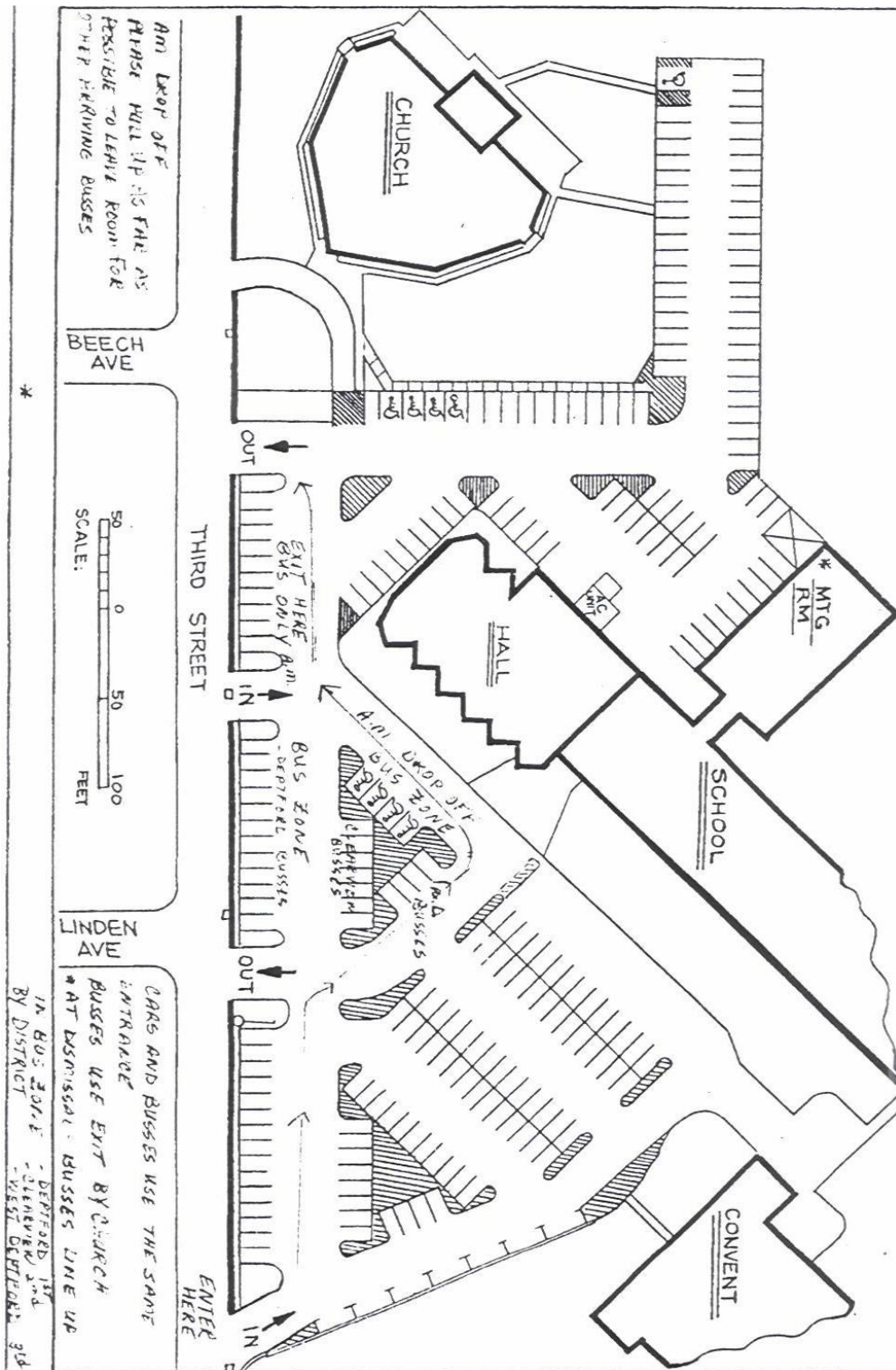


Figure 1 Bus Route

Cars and Buses use the same entrance. Buses use the exit by the church.
At Dismissal: Buses line up in the bus zone by school district. Buses are dismissed first, then cars in the car line. All parked cars can leave only after the car line is dismissed. (Unless for reasons already discussed with the principal.)

Figure 2 Car Line

