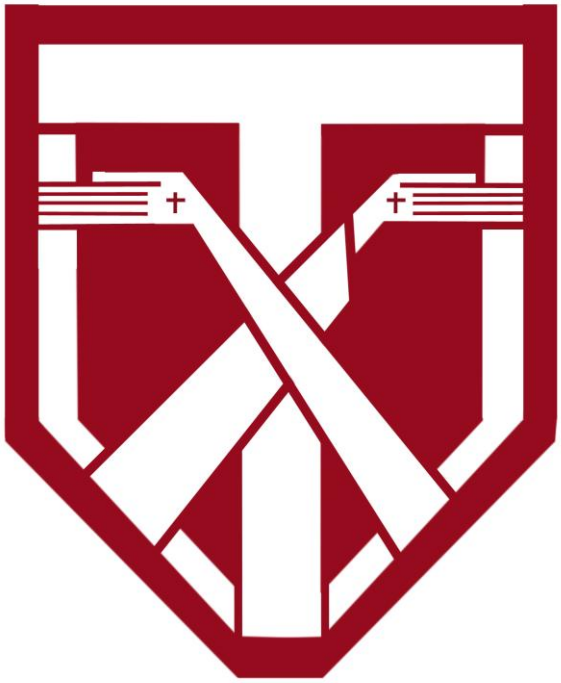
St. Margaret Regional School



Parent/Student Handbook

2016-2017

773 Third Street ⌖ Woodbury Heights, NJ 08097

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Most Sacred Heart of Jesus, have mercy on us!

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.

Home and School Cooperation

It is critical that parents and guardians support the mission of our school and demonstrate a spirit of cooperation with the faculty and administration. **Parents and guardians are expected to cooperate with and uphold the policies set forth in this handbook.**

As a condition of enrollment, parents and guardians agree to encourage their children to respect and obey school policies and school officials. If a child should become involved in any difficulty at school, his or her parents or guardians are to register the necessary complaints with the appropriate teacher and /or administrator and to cooperate in the school's procedures for addressing and resolving such complaints.

The school reserves the right to dismiss any student whose parent or guardian refuses to cooperate with the policies established in this handbook or engages in conduct that is detrimental to the school.

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

2016-2017 School Year

Dear Parents:

We appreciate the cooperation from our parents regarding our Handbook. Please read the Handbook and sign below. Send this form in to the main office. Keep the Handbook in a safe place for easy reference.

I understand that I must withdraw my child(ren) if I do not agree to follow the policies contained in this Handbook.

Name of child(ren)_____ Grade _____

_____ Grade _____

_____ Grade _____

Parent(s)/guardian signature(s): Date: _____

_____

_____

Note: Please return this form to the youngest child's homeroom teacher by October 7, 2016.

If you are using an electronic version, print this page, sign and send in.

Mission Statement

Inspired by the lives of Saint Francis of Assisi and Saint Margaret Mary Alacoque, Saint Margaret Regional School provides a challenging curriculum complemented by engaging activities and competitive athletic programs that nurture a child's spiritual, intellectual and physical development. A Catholic environment enriched by prayer and the tradition of the Franciscan Missionary Sisters of the Infant Jesus, the school creates a foundation for children in pre-school through eighth grade to realize their potential as a child of God.

HISTORY
St. Margaret Regional School has been providing quality Catholic 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 Infant Jesus Parish, Woodbury Heights, and Incarnation Church, Mantua. Students from any parish or religion may apply for admittance. 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 all students transferring into St. Margaret Regional School is determined by the principal.

DAILY SCHEDULE

Grade K - 8

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

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

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 curriculum 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. Some of our religious activities are:

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

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 two 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 the parish community setting.

INTERNET AND SOCIAL COMMUNICATION
The use of the internet and all forms of social communication (written or verbal) not only must be ethical but 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.

All parents must sign an "Acceptable Use Policy" for each child 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 child graduates or leaves St. Margaret School. No student may bring to school personal electronic devices including but not limited to tablets, laptops, ipods, ipads, etc. without prior permission from the principal.

ADVANCED MATH PLACEMENT
St. Margaret Regional School provides an **accelerated math program** for students in grades 5-8. The purpose of the class is to provide students who demonstrate the 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 which should be at least in the 90th percentile (or other standardized tests), math grades and teacher recommendation. **Students who do not maintain a minimum B average at all times and/or cannot keep up with the pace of the course will be dismissed from the group. Students in this course may not be tutored in the subject in order to maintain their placement. Placement in the advanced math program is not a parental choice.** Students who previously have been enrolled in an advanced math class at another school must pass a diagnostic test to enter the advanced math class after 4th grade. A student may be placed in Advanced Math on a probationary basis after test scores and a diagnostic test have shown it may be beneficial. The decision to admit a probationary student to the program lies with the principal.

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 allow the student to learn and demonstrate her/his knowledge of a pertinent topic and toprovide a basis for grading the student.**
Proper gym uniform must be worn on gym days. Points will be deducted from a child's grade for the following reasons: Improper uniform (including but not limited to sweatpants, shirt or socks), 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 participate in various outreach activities on behalf of the poor and needy locally and internationally. Each spring the Student Council sponsors a Mission Carnival to raise funds for the missions of the Franciscan Missionary Sisters of the Infant Jesus around the world.

FAMILY LIFE
Family life matters may be discussed in the Religion or Science classroom according to the appropriate age level of the students and the teachings of the Roman Catholic Church. It is the parents' responsibility to speak to their children about "the facts of life".

COUNSELING
A Counselor is available at St. Margaret Regional School. Counseling may be requested by the parent, in writing, or by the classroom teacher on an as needed basis, 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:

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

LIBRARY
The school library is opened to students in grades K-5 at a specified time during school hours. Grades 6-8 will use the library under the direction of the classroom teacher for projects designed by the teacher if necessary. 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 who does not comply with this request will not be permitted to take out books the rest of the year.

READING MATERIAL
Children should have a book to read at all times. The books/magazines should be on the child's reading level**. No Nooks, Kindles or other electronic books are permitted.** Books with excessive violence, obscene language, sexual innuendoes, or matters 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

• I*n 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 <u>return to the assignment</u> later with a fresher mind.*

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

TESTING AND EVALUATION
Evaluation is an everyday process. Once a year students in grades 3-7 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 Assessments*. Grades 4 & 7 take the *Cognitive Ability Test* as well. All test scores are sent home. Parental questions are also addressed where needed.

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 parents are aware of the child's progress. Since this is a method of informing parents of their child's progress, it is the parents' responsibility to follow up with the teacher if there are questions and concerns.**

N.B: *Each teacher has her/his own manner of testing and returning papers. See the teacher's welcome letter for details.*

Students in grades 6-8 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. Grades 4-5 are given cumulative tests in Religion and Math. These exams are not weighted more than any other tests but give students an introduction to expectations found in junior high, high school and college.

ALTERNATE ASSESSMENT

Student progress is also assessed through alternative means such as homework, reports, quizzes, workbook pages, 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. As part of the new Diocesan Curricula that are being developed, students will engage in performance assessments throughout the year in various subjects. These will be graded according to a predetermined rubric.

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, a failing grade will be given automatically for that particular test and the student will also 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 20 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.

DEFICIENCY REPORTS

Deficiency Reports are distributed as needed throughout the marking period. Once a child's average falls below a score of 77, a deficiency report **may** be sent to the parent by the teacher. However, **parents have access to student grades through *RenWeb* and are expected to monitor their child(ren)'s progress on a regular basis.**

REPORT CARDS

Report Cards are issued electronically through *RenWeb* four times a year, in keeping with the policy of the Diocese of Camden. Parents should examine report cards carefully. An electronic form will be provided each marking period for parents to print, sign and return to the child's teacher verifying the report card has been seen. 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

Excellent progress at grade level	A+	97 - 100	A	93 - 96
Very good progress at grade level	B+	89 - 92	B	85 - 88
Normal progress at grade level	C+	81 - 84	C	77 - 80
Slow progress at grade level	D+	74 - 76	D	70 – 73
			F	below 70

Minor Subjects Grades 3-8

Excellent	E*
Good	G
Satisfactory	S
Needs improvement	NI
Unsatisfactory	U

Major Subjects Grades 1-2

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

***These assessment tools do NOT equal the typical A, B, C, D, F grades. It is rare that a child would receive higher than a "G" since most of the students are learning grade level material.*

Minor Subjects Grades 1-2

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

*These assessment grades do not have numerical equivalents.

N.B. *Format of report cards is subject to change by the Diocese of Camden.*

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 as needed. There is a mandatory conference during each academic year typically in the Fall (See the school calendar for dates).

REQUESTS FOR TEACHERS/STUDENTS

Parents may NOTrequest a specific teacher, class or students for their child(ren)'s class(es). Once students are assigned to a class no changes will be made.

PARENTS' RESPONSIBILITY

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

Parents can assist our educational partnership by:

1. **Attending weekly Mass and significant religious services with their children**
2. 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
3. Talking about school with their children
4. Providing a suitable time and place for homework
5. **Monitoring television viewing, cell phones and video games**
6. **Reading aloud to children**
7. Attending school programs with children
8. Sharing hobbies and interests with children
9. Trying to discover the children's interests and talents so they can be developed in cooperation with classroom teachers
10. Taking an active role in the school Parent-Teacher Association
11. **Allowing a child to accept consequences for poor behavior, rather than defending a child's behavior**
12. Sending children to school regularly and on time
13. Keeping sick children home
14. Supporting a teacher's policies
15. **Helping children to cope with imperfections rather than excusing them**

CODE OF CONDUCT

The purpose of discipline at St. Margaret Regional School is to promote tranquility 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:

1. To obey all classroom and school rules
2. To attend all classes and to actively participate
3. To do all work assigned by the teacher, both in the classroom and at home
4. To return, on time, any papers issued by the principal or the teacher
5. **To address all teachers, staff and any visitors to the school with due respect**
6. **To dress according to the school uniform code**
7. **To treat fellow students with Christian love and respect**
8. To move about the school, including entering and leaving, in an orderly and organized manner

9. To observe the rules of the library
10. To remain on school property from time of arrival in the morning until time of dismissal
11. **To obey bus safety rules**
12. To attend any detention issued
13. To report to the office when tardy before going to class
14. To hand in all messages sent into school by parents/guardians
15. To accept responsibility for their personal belongings and also to have respect for property belonging to others and to the school
16. To do their part to assure that the lavatory facilities are left neat and clean.
17. To keep books/book covers neat and clean
18. To have a good book to read at all times
19. **To accept responsibility for their behavior at all times**

CELL PHONES

Cell phones are permitted for security purposes. 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.

ON THE PLAYGROUND

Students will play safely, avoid rough playing and wrestling, respect each other and school property. **Bullying in any form is unacceptable at all times.** Hardballs, bats and hockey sticks are prohibited on the playground. **All injuries must be immediately reported to the teacher/aide on duty.**

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 3:45 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 your child after they have served their detention. Parents must provide transportation at the appropriate time.

In addition to detentions, grades 6-8 use a check system which forms the basis of the conduct grade. One detention will result in a check.

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 given an out of school suspension, 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. If the child is given an in-school suspension parents are notified and the student will report to school as normal. The violator will be assigned a classroom at which to report and given assignments to complete during the day. **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**:

1. Disrespect and defiance of authority
2. Misbehaving during Mass or other liturgical celebrations
3. Continued disregard of school regulations
4. Damaging of school property or other student's property
5. Stealing
6. Leaving school grounds
7. Truancy
8. Abusive language (verbal or written)
9. Hitting or kicking another child - whether provoked or unprovoked
10. Fighting on or off school grounds (buses included)
11. Smoking or use of alcohol or drugs on school grounds
12. Missing class without permission

13. Scandalous behavior that damages the reputation of the school (on/off school property)
14. Possession of drugs/alcohol/firearms/knives - real or play on school property
15. Threatening the well being of another child or any type of harassment
16. Possession of inappropriate written material (emails, text messages, books, magazines, notes, letters, etc.)
17. Continued inappropriate bus behavior
18. Any form of violence, including bullying, physical or verbal
19. Any form of inappropriate touching.

VIOLENCE AND BULLYING

Any physical assault, threatening gesture or verbal abuse is considered a form of violence. It includes verbal threats to inflict harm or attempting to harm (strike, push and/or physically aggravate). Verbal harassment or use of offensive language or gestures, disorderly conduct (shouting, throwing things, punching walls, slamming doors), false malicious statements (oral or written), fascination with weaponry are all forms of violence. **Any type of violence is punishable by suspension or dismissal from school. Local law enforcement may be called when deemed necessary. Any threats or abuse must be reported to the principal immediately, or the vice principal if the principal is absent.** 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. **When reporting an incident the name(s) of the perpetrator(s) MUST be given so that the situation can be handled and the problem solved. Failure to submit names will inhibit the investigation and resolution of the problem. Discretion will be used in all investigations.**

HARASSMENT

Harassment is a form of bullying. It is behavior or words, spoken or written, that are considered **offensive to the person at whom they are directed.** The behavior or words may be 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, a warning and an incident report; second offense will result in detention, a parent conference and an incident report; the third offense will result in an in-school suspension.

Harassment must be reported immediately to the principal, or the vice principal if the principal is not available. The identity of the person responsible for the harassment must be given in order to perform an investigation into the matter.

ALL REPORTS OF VIOLENCE AND HARASSMENT WILL BE HANDLED ACCORDING TO THE CONSEQUENCES SET FORTH BY THE SCHOOL AS PART OF THE OLWEUS ANTI-BULLYING PROGRAM, AND ACCORDING TO THE REQUIREMENTS OF THE STATE OF NEW JERSEY AND THE DIOCESE OF CAMDEN.

ANY STUDENT OR ADULT WHO TAKES ELECTRONIC INAPPROPROAUTE PICTURES OF THEMSELVES OR OTHER STUDENTS AND SENDS THEM TO ANYONE WILL BE REPORTED TO LOCAL LAW ENFORCEMENT AND MAY BE SUBJECT TO LEGAL ACTION.

Students receive Child Assault Prevention Training **(CAP)** appropriate to their age level in Kindergarten, 4th and 8th grades. This is to enable the child to recognize and report abuse. Parents have the right to absent their child from the program if they wish. A parent information meeting about the program is offered prior to the student classes.

SEARCH

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

DISMISSAL
Three suspensions in the course of one year form grounds for dismissal. An expulsion hearing will take place after the third suspension. Weapons and drugs in school are a serious offense 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)

ABSENTEEISM
Parents are required to **send a written or electronic note** to the child's teacher explaining the reason for an 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 or vice principal to notify parents when excessive absenteeism occurs.
Absenteeism occurs when any student is absent from school for a prolonged period of time which has not been previously approved by the school principal. **Family vacations are never approved during school days**. 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 parent conference should be convened with the principal to inform parent 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 AM and 10:30 AM. Any child who enters school after 10:30 AM is considered absent for the morning session (1/2 day absent). Any child who leaves school before 12:30 PM 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.

- Following an absence, a student must present a note (hard copy or electronic) 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 845-5200. A note to the teacher is required even though a phone call has been made.
- **When pupils are absent because of a communicable or infectious disease, a note or re-admission slip from a physician should accompany the pupil.**
- **It is the child and his/her parents' responsibility to see that work missed during an absence due to illness 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 class requires a note explaining the reason. Appointments of any kind should not be made during school time unless there is absolutely no other alternative.
- **Failure to send in a note or make a phone call for an absence results in an unexcused absence.**

Long term absenteeism, i.e. 14 **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 School for the following scholastic year as this would suggest non-compliance with school rules.

LATENESS:
Students are expected to arrive at school before 8:05 AM. Students who arrive after this time disrupt the entire class and must "catch up" with the rest of the class.
Students will receive a detention after three latenesses within one marking period. A morning detention may be assigned if necessary.

Habitual lateness will be dealt with in a way which best helps the parent fulfill the responsibility of getting their child to school on time. **However, an excessive number of latenesses throughout the year may result in dismissal from the school since this would suggest non-compliance with school rules.**

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. If a family leaves school for a vacation, any make up work or tests must be completed <u>within three days upon return</u>. Request for more time cannot be honored.**

APPOINTMENTS WITH TEACHERS OR PRINCIPAL
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 is as follows: Teacher/principal/pastor/diocese. Please address your concerns to the teacher first if the matter involves classroom situations.

Visitors and parents are not permitted to enter the corridors or the classrooms without stopping in the office first to obtain permission, regardless of their purpose or intention. <u>This includes room mothers or PTA volunteers. These visitors should go to the predetermined location only</u>. A visitor should never go to a classroom or other area of the school without proper clearance. This is a safety issue for everyone in the building. Failure to comply with this very important regulation may result in dismissal from the school.

SCHOOL HOURS
The school day at St. Margaret Regional School begins at 7:55 AM and ends at 2:45 PM. Children should arrive no later than 8:05 AM. Late-comers must stop in the school office for a late slip. Students are not allowed to enter the classroom without a note from the office. **A student is considered late if he/she is not in the front door by 8:05.**

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.

1. In accordance with State Law, transportation is provided, at public expense, for children living at a distance.
2. 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.

SCHOOL BUS BEHAVIOR

A continuing violation of good order aboard the bus, (such as standing, talking too loudly, etc.) or at the bus stop, (such as rough playing, bothering families nearby, or using unkind language) warrants a suspension of riding privileges and/or an in school suspension. The length of suspension may be determined by the school principal. **Students may NEVER ride a bus unless they are assigned to it**.

The following regulations must be observed:

- Children upon boarding a bus shall immediately be seated.
- Children shall remain seated with seatbelt buckled 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 the following: loud or boisterous talking or singing, profanity, vulgarity, disobedience or impudent remarks to the bus driver/aide, smoking, fighting, bullying or annoying another pupil in any manner or by any means, eating, depositing paper or litter in the school bus, defacement or destruction of the school bus or equipment, or the neighborhood, projecting any part of the body or any object through the windows and negligence or refusal of a pupil to sit in the seat assigned by the bus driver.

a. **First Bus Offense:** Bus report will be sent to parents stating the date and nature of the offense and a warning.
b. **Second Bus Offense:** Three day bus riding suspension
c. **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 an in- school suspension:

- Fighting or cursing
- Flagrant disrespect to bus driver

Presently all of our buses are sub-contracted by the local public school district: Clearview/ B.R. Williams; Deptford and West Deptford/DeHart Transportation Services. If you have a problem with your child's bus, please call the Transportation Department of your public school district or the bus company:

Clearview Regional (Williams Bus Company)	856-769-2488
Deptford (DeHart Bus Company)	856-845-2800 ext. 8
West Deptford (DeHart Bus Company)	same

Students must be at the bus stop five minutes before the pickup time which you received from your public school district. **The bus driver is <u>not</u> 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 at the end of the day, 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.

Children are NOT permitted to switch buses for any reason. 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 pedestrians, 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. **Please observe all traffic directional signals and do not use cell phones while driving in the parking lot.**

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.

If you are not parked in the car line and expect to pick up your child, he/she is to be dismissed with the walkers. Do not tell your child to go out with the car line and then walk them across the street to your car. Parents may NOT wait for car riders and then walk them across the parking lot to the church area of the lot. This is for safety purposes. Violators will face consequences

BICYCLE RIDERS are expected to cooperate with school procedures by carrying out the following rules:

1. Bicycles are to be parked in the front of the building
2. Bicycles are permitted to carry one rider only, the child should ride with the traffic for safety purposes
3. Bicycles are to be walked to and from the playground area
4. Any student riding a bicycle to/from 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 to/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. Walkers are dismissed after the car line has gone.

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

UNIFORM AND GROOMING CODES

School Uniforms at St. Margaret School are as follows:

Pre-school - No Uniform

Regular (Winter) Uniform

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 (must be uniform sweater)
Tie oxford shoe or Mary Jane, black.
*No heals, platforms or ballerina shoes.

Girls Grades 6-8
Gray skirt with 4 kick pleats
White shirt/button down collar
Maroon sweater or vest (must be uniform sweater)
White or maroon knee socks or tights
Tie oxford shoe, black.
*No heals, platforms or ballerina shoes

FOR ALL THE GIRLS

Uniforms should not be shorter than just above the knee and fit properly. The skirt should not be too tight and should have the four sewn pleats intact.

In cold weather, the girls are allowed to wear slacks or gym pants under their uniform to and from school. These must be removed during the day.

No eye make-up, fingernail polish, fake nails, sculptured nails or lipstick can be worn. Extreme hairstyles are not permitted which includes but is not limited to dying or streaking hair, wearing hair extensions or other flamboyant hair styles. (Students should not have hair dyed or streaked prior to the opening of school.) One ring may be worn as well as one necklace and one bracelet. Post earrings only for girls - one per ear.
Out of courtesy for those who suffer from allergies no hair spray or strong perfume may be worn. **No tattoos temporary or permanent.**

These regulations apply to girls in ALL grades including Kindergarten.

Boys Grades K-8
Oxford gray pants
White long or short sleeve shirts
Maroon plaid tie
Maroon V neck sweater (long sleeve) *or* Maroon V neck sweater vest (sleeveless)
Black tie Oxford shoe,
Black or gray dress trouser socks
Belt, black (kindergarten need not wear the belt)

FOR ALL THE BOYS
No corduroy pants, jeans, jean-type pants or Levi's. Pants must be pulled up to the waist.

Extreme hairstyles are not permitted. **Hair must always be neat and trimmed out of the eyes and off the shirt collar. Earrings are prohibited. NO TATTOOS TEMPORARY OR PERMANENT.**

ALL STUDENTS- *OPTIONAL*
September / May/ June
Boys: Gray walking shorts
Girls: Gray uniform skort
ALL: Golf Shirt -maroon (monogrammed)
Socks: **Girls**-white short cut athletic socks, ¼ cut or anklets, no peds;
Boys- Black short cut athletic socks, ¼ cut or anklets, no peds
Black tie Oxford shoes (No sneakers)

GYM UNIFORM - All Grades
September - June
Sweat pants (maroon uniform shorts in Sept., May & June)
Golf shirt **or Athletic Association Tee shirt**
White Socks
Sneakers
Sweat shirt is optional

N.B: Sweat pants are maroon with the name of St. Margaret School on the pant leg.

ALL STUDENTS
Violations of the dress code will be noted on the 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, short uniform etc.

N.B: Parents choosing not to purchase uniforms from the uniform company are assuming personal responsibility for purchasing the proper uniform. The school reserves the right to determine the acceptability in all grooming and uniform matters. If a student is not dressed in the school uniform, appropriate disciplinary action will be taken.

The official uniform company:

Flynn O'Hara Uniforms
Garden State Pavilions
2240 W. Marlton Pike
Cherry Hill, NJ 08002
(856) 931-8838
http://www.flynnohara.com/mHome.asp

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 pants or shirts, no low cut pants or shirts or blouses, no tank tops, or spaghetti straps, 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
- no shoulders showing or low cut shirts or blouses

Modesty – boys
- pants may not be tight or too short and must be worn at waist level, no visible under garments.

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 are not the be all and end all of life. The Athletic Program of the 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 medical insurance in order for a child to participate in the parish sports program. Students must present the **Pre-participation Physical Evaluation** form obtained at the sports registration prior to practice or playing a sport. Parents must read the *Concussion Fact Sheet* and *Sudden Cardiac Death in Young Athletes* handout and sign that they have done so.

ELIGIBILITY STANDARDS

Age/Grade

Participants are to be in the fourth to eighth grade (3-8 for Track) and may not have reached their 15th birthday prior to October1st of the current school year.

Academic Eligibility

Students who do not maintain at least a "C" average in every major subject during the school year may not participate in the Athletic Program. Eligibility will be determined each marking period by report card grades. Reinstatement will be determined midway through the marking period. Students will be suspended from a sport if grade averages drop below a "C" at the end of each marking period. It is imperative that all parents and coaches abide by this decision.

Coaches are required to:

- follow all diocesan GCCAL rules and requirements for the sport
- Attend all meetings and events or have a designated representative attend, for the sport
- Lead or appoint another coach or player to lead the team in prayer prior to the event
- All coaches and assistants MUST adhere to all State regulations regarding their individual sports

All coaches and assistants (any adult 18 yrs. or older) must be CAP trained and have a fingerprint clearance for St. Margaret Regional School. Only current teachers are exempt if they provide a letter from their principal stating their current employment. No other clearance is acceptable. Failure to abide by these regulations may result in removal from the athletic program.

It is strongly encouraged that all coaches and assistant coaches attend CPR training as well as AED equipment training.

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/guardian. 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. Chaperones may not bring younger sibling along on trips. 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 and liability reasons (i.e., child running across the parking lot to meet parents, taking a child from the group, etc.).

Students attending class trips will be dismissed at the regular time unless they return after dismissal time. To avoid disruption of school, parent-chaperones who wish to drive their child home after a trip should sign their child out and leave immediately or get in the car line as their other child(ren) will be dismissed with the riders.

Chaperones
Only parents of students in St. Margaret Regional School may chaperone a class trip. Relatives of a child may not chaperone. All chaperones must be fingerprinted and CAP trained as a volunteer for St. Margaret Regional School. **Parent chaperones must abide by the dress code of modesty. Those who choose to dress inappropriately will not be allowed to attend the trip**. If a parent is a teacher they are exempt from the volunteer fingerprinting. **However, annually (each September) they must provide a letter from their principal stating that they are currently employed at their school.**

OTHER ACTIVITIES

- •Mission Carnival
- •Student Council
- •School Newspaper
- •Science Fair/Religion Fair/ Social Studies Fair
- •Yearbook
- •Academic Awards (8th gr. Only)
- •Altar Servers
- •Christmas Program
- •Santa's Workshop
- •Academic Competitions
- •May Crowning

HEALTH PROGRAM

The school nurse 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 nurse. Please keep the nurse 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. **We request that parents be sensitive to the needs of the children who have food allergies and abide by any rules that may be instituted for a particular classroom. Many of these allergies can be life-threatening. Thank you for your cooperation.**

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 especially in the lower grades where snack time is permitted.

PHYSICALS
Yearly physical and dental exams are strongly advised for all students. Those participating in the sports programs are required to have a yearly physical and have the appropriate forms signed by the physician. Parents should be made aware of *Sudden Cardiac Death in Young Athletes* as well as *Sports- related Concussion and Head Injuries*. Information will be provided by the school.

SCREENING PROCEDURES

1. Hearing screening — Grades K – 4, 6, 8
2. Vision screening — Grades K – 6, 8
3. Height and Weight — Grades K - 8
4. Hypertension screening — Grades K - 8

N.B: *Parents will be notified if a problem exists in the above areas.*

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.** Physician medication order forms are provided by the nurse. 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. Contact the school nurse for special needs.
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. An administrator or faculty member will accompany the child if the parent is unavailable at the time.

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 (845-5200) on the first day of your child's absence. Please follow these State Guidelines when your child has been ill.

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

INTEGRATED PEST MANAGEMENT STATEMENT

The Integrated Pest Management (IPM) Policy of St. Margaret Regional School (SMS) seeks to resolve conflicts and redirect pest control efforts toward least hazardous practices. As such, any methods in the management of pests will not exclude the application of pesticide agents, but will minimize their use whenever possible. SMS acknowledges that a safe, sanitary and healthy learning environment is required for students and educators. Therefore, we will concentrate our efforts on developing and implementing long-term pest prevention methods favoring non-chemical control measures and other means posing the least possible threat to persons or the environment. SMS will make every effort to prevent pest infestations through economically feasible methods.

In accordance with applicable NJ State statutes, the goal of the policy is to eliminate or mitigate the economic, health and aesthetic damage caused by pests at SMS.

Additionally, our policy is designed to reduce the volume of pesticides used on school property so as to minimize the potential hazards posed by these agents to human health and the school environment. The procedure to be used will include site or pest inspections, pest population monitoring, an evaluation of the need for pest control and one or more pest control methods such as sanitation, structural repair, mechanical and biological controls, and other nonchemical methods. When nonchemical methods are ineffective or unreasonable, our policy allows for the use of a pesticide, with a preference towards the use of low impact pesticide.

GENERAL INFORMATION

REGISTRATION

Registrations are accepted throughout the year for the following school year. A packet may be obtained from the enrollment manager. **Re-registration forms are sent home through the school. If a family does not re-register within the allotted time, the students will be placed on a waiting list and their seat will be given away. A**

student is not registered until the registration fee is paid. Delay in paying the fee may result in students being put on the waiting list. All registration fees are non-refundable and non- transferable.

The following documents/items are necessary when registering a child:

- Birth Certificate (**official copy from the state**)
- Baptismal Certificate (if applicable)
- Immunization record
- Registration fee ***(Registration fee is non-refundable and non-transferable)***
- Transfer slip from school attended (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 St. Margaret School must present academic records such as report cards and Iowa Test results. These are necessary in order to help determine if the child will be able to adjust to a Catholic School environment. We generally do not accept new students into the 6th-8th grades without being interviewed by the principal.
    - **Once a student withdraws from St. Margaret Regional School prior to graduation, for reasons other than moving to another area, they are not typically re-admitted into the school.**

TUITION/BOOK FEE/FINANCIAL MATTERS

Tuition and registration fees are established by the Diocese. Students are not officially enrolled until the registration fee is paid in full.

In the event that tuition payments are in default and the family has not made arrangements with the principal for payment, the child/ren will not be permitted to continue the current school year until tuition is paid up to date.

If a family's full obligation is not met prior to the end of the school year, the students will not be allowed to return and there will be no transfer of academic records until such time as the account is paid in full.
For assistance or problems with the **FACTS Tuition Company**, please call the FACTS 866-441-4637. For tuition assistance, please contact the principal.

TRANSFER

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

1. Contact the office
2. Return all books and library materials
3. Procure a transfer slip from the school office

LUNCH PROGRAM

Students eat lunch in the gym (cafeteria), and are asked to be as neat as possible. Students are expected to wipe off their area and clean up the floor area if they drop anything.
St. Margaret Regional School utilizes Duke Catering as the Lunch Program on a daily basis. Menus and slips for participation are sent home at the beginning of each month or can be accessed online. Lunch slips must be returned or filled out electronically a week prior to the week of the order. A variety of beverages and snacks are offered during lunch as well. See the monthly menu. Any questions or comments can be directed to dukecatering@comcast.net or call 856-986 4512.

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 may 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.

Schoolbags All students from Grades K to 8 MUST use a schoolbag. Backpacks with wheels are permitted. Students are reminded to be cautious when using them.

CHANGE OF ADDRESS, PHONE, ETC.
It is very important, for emergency and administrative reasons, that every student maintains 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.

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

COMMUNICATION/CALENDAR
One of our means of communications to parents is the seasonal calendars and newsletters which are posted on the web site, www.stmargarets-rs.org . Also, pertinent information is often sent via e-mail. Hardcopy notices may be given one per family, usually to the youngest child. 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 school office. Items that have not been claimed after a week will be disposed of or 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 Alert System at www.gloucesteralert.com.** Secondly, the announcement of the school closing will be made over the local Radio Stations, KYW 1060 AM, and the school name or **# 838** will be used. The list can also be accessed on line at KYW. 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 notify parents using **Gloucester Alert System** and an e-mail from the Main Office. Students will be sent home by regular means unless otherwise specified. In case of inclement weather, check the website or your phone for updates. If it is a non-weather emergency the school will attempt to call parents or a child's emergency contact person. Parents should speak to their child about what to do in case school must close early.

FIRE/ EMERGENCY DRILLS
As required by New Jersey State Law, two emergency drills are scheduled each month one a fire drill, the other some type of emergency drill such as a lock down, tornado, reverse evacuation, etc. **Silence** must be observed during this practice which is to be taken seriously by the students.

EMERGENCY MANAGEMENT PLANS

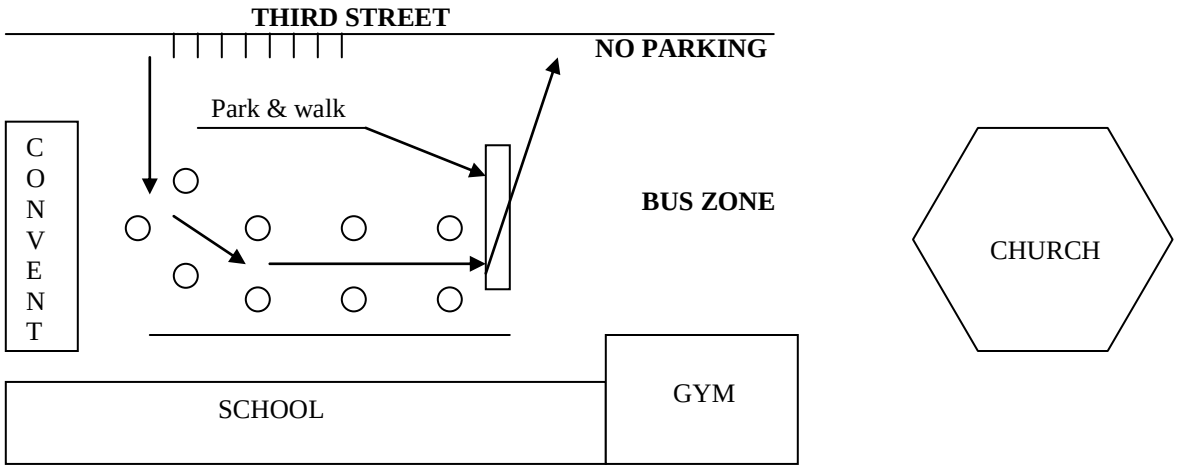
St. Margaret Regional School has an emergency management plan in place. Should the evacuation of the school ever become necessary, St. Margaret School will work with the local law enforcement and the public school district of Woodbury Heights to ensure the safety of all the students. Parents will be notified via the emergency alert system and/ or by phone. Emergency cards must be updated whenever a change in parent information occurs.

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 6:00PM.

MORNING DROP-OFF PROCEDURE

Cars enter the parking lot using the first entrance on Third Street. (Caution: Buses also enter here). Following the traffic pattern designated by the orange cones, cars pull up in line allowing students to exit cars from the **right side only.** Students will proceed to the Main Entrance then to the gym for their class lines. **Cars will exit in line provided the safety cross walk is clear of pedestrians. No vehicle is permitted to exit from the line to by-pass cars in front of them. Drivers must be aware of their surroundings in the parking lot at all times. DO NOT USE CELL PHONES while in the car line. Always look for pedestrians and incoming buses as you exit.**

Parking is limited. Park and walk your child to their class line only when it is necessary; park only in the designated areas. **DO NOT PARK IN THE BUS ZONE.**



AFTERNOON PICK UP

At dismissal buses line up in the bus zone by school district. Students are dismissed from the classrooms by bus district and are escorted out to the buses by the teachers on duty. Buses are dismissed from the parking lot first.

Cars picking up students are lined up in the parking lot horizontal to the school building. **Cars first in each line should pull up to the safety walk. All subsequent cars should pull up as close as they can to the car in front to allow as many cars in the lot as possible.** Students are dismissed from the rear exit of the school, nearest the convent. Students should walk to their cars as quickly and safely as possible. Once **all students** are loaded, the first car line, closest to the school, will be dismissed. The remaining car lines will be released likewise by the teachers on duty.

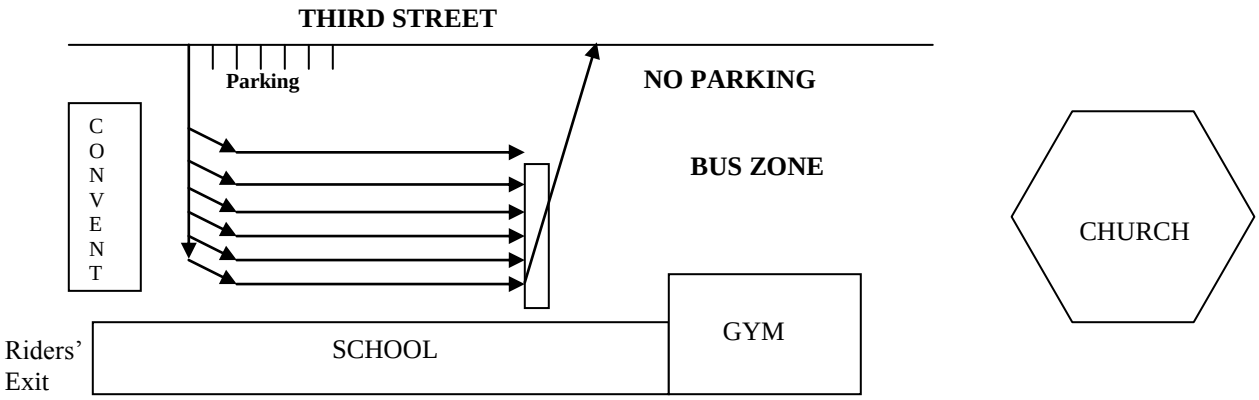
All parked cars and those arriving in the "late" car line can leave only after the car line is dismissed using the designated exit. Cars are NOT permitted to drive through the bus zone or use the exit closest to the church.

Note: If students are not picked up by 3:20PM, they will be sent to Latch-Key and the parents will be charged the fee.

<u>If a parent chooses to park on a nearby street or by the church to pick up their child, that child must be released as a walker. Parents may not park by the church, walk over to the car line and walk their child to the car. If you are not in the *car line* your child is a walker.</u>

It is imperative that all parents follow the above dismissal rules for the safety of all students and others who are in the parking lot. Those who choose not to abide by the rules may lose the use of the parking lot or be asked to leave the school.

Parents are reminded to abide by all local traffic laws around the school neighborhood. Periodically local police may patrol the area.



St. Francis of Assisi – Pray for us!