

**THE ACADEMY AT ST. MARY
STUDENT/PARENT HANDBOOK
2020-2021**

ADMINISTRATION

PASTOR	Rev. Michael J. Kreder
PRINCIPAL	Mrs. Tara Brunt
ASSISTANT PRINCIPAL/ACADEMICS	Ms. Marcella A. Schrank

ADMINISTRATIVE SERVICES

DIRECTOR OF GUIDANCE - Mrs. Ann Georgetti
MEDIA CENTER DIRECTOR - Mrs. Virginia Mitchell
ATHLETIC DIRECTOR - Mr. Matthew Stone
DEAN OF STUDENTS - Mr. Dennis Hulse
DIRECTOR OF ADMISSIONS - Mr. Joseph Ziaya
DIRECTOR OF ALUMNI/DEVELOPMENT - Mr. Michael P. Sheridan
NURSE - Mrs. Janet Calhoun/Mrs. Therese Hoff

64 Chestnut Street
Rutherford, NJ 07070
PHONE 201-933-5220
FAX 201-933-0834
www.stmaryhs.org

Non-Discriminatory Policy

The Academy at Saint Mary admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. The Academy at Saint Mary does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Purpose and Use of the Handbook

This handbook exists to foster the efficient operation of The Academy at Saint Mary. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered, to create any additional rights for students or parents/guardians.

Amendments to Handbook

This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook parents/guardians will be notified promptly in writing.

Mission Statement

The Academy at Saint Mary continues to mirror a commitment to the Dominican tradition of high, academic standards established a century ago. These standards extend to our culturally diverse student population.

The Academy strives to provide a safe, nurturing environment, emphasizing a holistic approach to education. We, as a community, work to develop effective communication, independent thinking, and creative problem solving within our students.

We continually seek to promote sound, moral, and spiritual values rooted in the teachings of Jesus, enabling our students to successfully contribute to our ever-changing global society.

Vision

We envision the Academy as a safe, exciting and challenging place where students enthusiastically participate in learning experiences that are facilitated by well-prepared and committed educators. Integral to this vision is the creative allocation of the resources of our campus for each level of learning.

FINANCIAL OBLIGATIONS

Tuition Policy

Tuition is determined by the Finance Committee with the approval of the Principal and Pastor. Tuition payments are made through **FACTS Tuition Management**, an automatic deduction tuition payment collection program that is in place. The appropriate forms and registration materials must be completed and returned. There is a late fee and a service charge on all returned checks.

Tuition must be paid on time. Tuition and other payments must remain current at Mid-term or Final exam time, exams will be delayed if you fail to do so. Full payment of all current bills will be required before your child (ren) is admitted to school.

When you enroll your child and are looking to receive the **parishioner discounted tuition**, you have to fulfill your obligation to the parish the year prior to your child's enrollment to the school by being a registered parishioner using the envelope system. **A minimum contribution of \$500.00 per calendar year is required.** In order to continue to receive the discounted tuition, you must continue to give the minimum contribution each year thereafter.

The Registration Fee is non-refundable.

Tuition Fees:

- Payments may be made in full.
- Payments may be split in half with the first payment due by July 1st of the current school year and the remaining half due by January 1st of the current school year.
- Payments may be automatically deducted on a monthly basis beginning in July and ending in April.

Service Units and Grocery Card Programs

Our 8th grade families must determine whether they wish to participate in our **Service Unit Program** and our **Grocery Card Program**. The Service Units Program requires each family to fulfill a certain amount of service units (1 Unit = 3 hours of service) in the organization of fund-raising and family oriented activities to keep tuition costs down. The Service Unit Contract explains in more detail each service unit that is available. The Grocery Card Program is a mandatory fundraising for all families. If a family chooses to participate in the program, a set amount in Grocery Cards must be purchased by registered families throughout the school year beginning June 1st prior to the school year.

If a family chooses to **“opt out”** of the Service Unit Program and/or the Grocery Card Program, there is a Buyout Fee, which is listed in the Registration packet.

CUSTODIAL AND NON-CUSTODIAL PARENTS

The Academy at Saint Mary abides by the provisions of the applicable law with respect to the rights of non-custodial parents. In the absence of a court order to the contrary and upon request, the School will provide the non-custodial parent with access to the student's essential academic records.

Court Orders

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the School with an official copy of the court order. The custodial parent may wish to supply the Principal with the "custody section" of the divorce decree if it contains information which may be useful to the School in fulfilling its obligations.

Pick-up from School

The Academy at Saint Mary will permit only the custodial parent or her/his designee, to pick the child up during the school day or at the end of the school day. The non-custodial parent will not be permitted to remove the child from the school during the school day or at the end of the school day unless the school is authorized to do so by the custodial parent.

ATTENDANCE

Prompt, regular attendance is absolutely essential to academic success. The parent/guardian is expected to foster good habits in the student, both for the benefit of the student's current academic achievement and to encourage mature, adult behavior in the future.

- For safety purposes, please contact the Main Office at 201-933-5220 before 7:30am if your child will not be attending school and submit a written excuse upon returning.
- Any missed assignments and work sent home because of an absence is due within two days of the student's return.
- Long-term assignments will not be accepted after the due date. If the student is absent on the due date the work must be handed in by 8:30am.
- An absence of three consecutive days requires a doctor's note. No student is allowed to return to school without a note.
- Six (6) or more unexcused absences results in ineligibility of the Honor Roll for that Quarter.
- No more than 18 absences will be tolerated in a school year. If more than 18 absences take place during the school year, the school reserves the right to re-evaluate promotion to the next grade level at the end of the school year or enforce summer school as a requirement for promotion.

Tardiness

All students are expected to be in the classroom by 7:45am.

- If a student arrives after 7:45 a.m., they must report to the Guidance Office Office. Chronic lateness will result in a meeting by the administration and parent/guardian.
- No tardy student will be allowed into a classroom without a note from the Main Office

Vacation

Family vacations and activities should be scheduled during regular school holidays. Teachers should not be expected to provide assignments in advance of the work being presented in class. It is the responsibility of the student to make up any missed class work or homework assignments upon return to school. If a student has missed a class test during the absence, make-up test will be given at the discretion of the classroom teacher.

COMMUNICATION

Emergency Closings: Early dismissals and emergency closings are communicated to parents by means of *SCHOOL REACH*. **Please keep the office updated for any changes to address, email, home phone, office phone or cell phone numbers. This is necessary for efficient release of information.**

Appointments

Parents must request, in writing, permission for early dismissal. The adult picking up the student must sign out the in the Main Office.

Appointments with School Personnel

Parents who wish to meet with a teacher and/or any member of the school staff must contact the Main Office to arrange a mutually convenient meeting time. For the sake of good order, parents may not approach faculty/staff members during the school day without having made an appointment.

Faculty and Staff wishing to communicate with the parents may do so by phone, email, or by scheduling a meeting at a mutually convenient time. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties.

When appointments are made, both the parent and the staff member must be aware of the purpose of the conference so that all concerned may be appropriately prepared.

Photo Permission

Parents/Guardians who do not want their child's picture to appear in any school-related press releases or on our website should notify the school in writing at the beginning of the school year.

Visitors

To ensure everyone's safety, all visitors **MUST** report to the Main Office upon arrival. No one may enter any part of the campus building before reporting to the Main Office. All visitors must sign in and wear a Visitors Pass at all times while in the building.

Money/Checks for School

All monetary transactions for the school are to be sent in a sealed envelope and identified with the child's name, grade, amount enclosed and its purpose.

SAFETY

Safety at the Academy is our first concern. Once the school day begins, all external doors are locked. Admittance to the school is through the Main door only. No student may open an external door for anyone even if she/he recognizes that person. Security cameras are located in every hallway and stairwell. The cameras are also situated to view the perimeter of the building. TVs are located in both the Main Office, Principal's Office and Assistant Principal's Office. The footage is recorded 24/7.

Parties and Classroom Celebrations

Classroom celebrations of holidays and special events are arranged by the classroom teacher in accordance with school policy. Parents are not to send in food, drinks or other party supplies without prior approval from classroom teacher or principal. Snacks sent in for a child's birthday should be simple – juice and a doughnut or small cupcake. No peanut or tree nut product are allowed in the building.

Invitations for out of school parties may not be distributed in school or on school grounds unless ALL students in the class are invited.

HEALTH SERVICES AND MEDICATION

The Academy at Saint Mary strongly discourages the administration of either prescription or non-prescription medication in school or on field trips. However, if it is essential that a student receive medication while under school supervision, the following procedures apply:

A parent/guardian may come to school to

- Administer the medication.
- If it is not possible for a parent/guardian to come to school, the School Nurse or her designee will administer the medication under the following condition.
 - The medication must be given to the School Nurse or the Principal by the parent/guardian.
 - The medication must be in the original pharmacy labeled container.
 - The parent/guardian and the student's physician must complete and sign a note stating that the student must be administered the medication.

Students will be permitted to self-administer medication only in case of life threatening illnesses or conditions. The parent/guardian must schedule a meeting with the School Nurse to discuss in detail the need for the medication. In the absence of the school nurse, The Academy at Saint Mary will not administer any medications without authorization.

POLICY ON ADMINISTRATION OF EPINEPHRINE

In accordance with New Jersey P.L. 1997, c.368, (N.J.S.A. 18A: 40-12.6), The Academy at Saint Mary has developed a policy regarding the administration of medications in the absence of a registered nurse. In the absence of the school nurse or designated ancillary nursing personnel, or, if there has not been ancillary nursing personnel assigned, the first aid chain of command will not administer medication. In the event of a life-threatening situation, The Academy at Saint Mary chain of command is then responsible for calling 911 responders. The only exception to these guidelines would be if the child has been designated to self-administer said medication.

Illness

A student with a fever (temperature 100 degrees or higher) must remain at home for 24 hours after the temperature has returned to normal. A student absent for 3 days or more must present a physician's note upon returning to school. If the student's absence was due to contagious illness, a physician's note stating that the student is no longer contagious must be presented on return to school.

Child Abuse or Neglect

New Jersey State Law requires that any person who had reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.

ACADEMIC POLICIES**Curriculum**

The Academy at Saint Mary implements the curriculum in a Catholic Christian atmosphere. The following subjects are included:

Religion	Mathematics	Computers
Language Arts	Social Studies	Art
Reading	Physical Education	
Science	Spanish	

Supplementary/Compensatory Education

Students who are diagnostically tested and qualify for extra help in Math, Reading, English, Speech or ESL participate in the Supplementary/Compensatory Education.

Homework

Homework is an essential part of the learning process. Its purpose is to supplement and reinforce the lessons taught throughout the school day. Students are responsible for writing down assignments, packing necessary books and papers as well as completing the assignments. Both written and study homework is assigned. All written homework must be completed neatly and handed in on time. Study and reading assignments are monitored through the student's participation in class and performance. Homework performance is considered in the report card grades.

Plagiarism on any level will not be tolerated.

- 1st offense will result in a grade of a "0." Parent/Guardian will be notified.
- 2nd offense will result in an automatic suspension. Parent/Guardian will be notified.

Books

Each student is responsible for the proper care of books and equipment received from the school. Books are to be covered and to be carried in a book bag to and from school. Any book which is lost, damaged or defaced in any way while loaned to the students must be paid for in full, prior to the end of the school term. No new books or equipment will be issued until proper settlement is made.

Field Trips

Field trip participation is a privilege. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The permission slip is provided by the school. Telephone permission is not acceptable.

Transfer Procedures

Parents/guardians are asked to notify the school principal in advance if requesting a transfer to another school. The following information should be given:

- Age of child
- Reason for transfer
- New address, if due to change of residence
- Name and address of the school the child(ren) will attend
- Last date the child will attend this school

STUDENT REPORT CARDS are issued Four (4) times a year.

- Parents are kept informed of the student's progress through Power School and through regular communication with teachers of each quarter.
- Parent-Teacher Conferences are held at the end of the First Quarter.

Exams

- Exams are administered to all students in Grade 8. This is an Archdiocesan mandatory requirement aimed at giving the students experience in being tested on a larger body of work.
- Midterms will take place in January and finals in June of the academic year.

Report Cards

Letter grades are mandated on the report cards from the Archdiocese School Office.

LETTER AND NUMERICAL EQUIVALENT

A+	97 - 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	78 - 79
C	75 - 77
C-	73 - 74
D+	71 - 72
D	70
F	69 and below

Honor Roll

Principal's List: an average of 97 or above

First Honors: an average of 90-96

Second Honors: an average of 83-89

A letter grade of "C" or below will prevent attainment of Honor Roll.

Standardized Test

The complete standardized testing program for an elementary student at The Academy at Saint Mary consists of the following:

- PSAT - Administered in the spring
- ACRE – Religious Education Assessment

DISCIPLINE

A spirit of Christ like charity, respect for authority and mutual cooperation are essentials the learning environment at The Academy at Saint Mary. Students are expected to act with courtesy and respect towards one another and toward all members of the staff. Students must take seriously his/her obligation to develop life-time habits of self-control and concern for the well- being of others. The home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

Behavior Guidelines

Students are expected to comply with school-wide regulations and the specific directives given by those responsible for supervising students. Among the behaviors not permitted are:

- Violence of any type
- Abusive behavior and speech
- Bullying or intimidation
- Disruptive or unsafe behavior
- Possession or use of alcohol or tobacco products
- Possession or use of any illegal substances
- Theft
- Tardiness/Lateness
- Truancy
- Hitting, punching, kicking, or fighting of any type
- Foul language, gestures, or drawings
- Leaving school grounds without permission
- Disrespectful or defiant speech or conduct
- Destroying, damaging or defacing property
- Immodest or inappropriate dress or behavior
- Scholastic dishonesty/plagiarism
- Forgery
- Conduct detrimental to the reputation of the school
- Gum Chewing
- Littering
- Throwing food
- Talking on fire drills
- Use of cell phones and electronic devices during school hours (Cell phones collected daily by teacher)
- Use of entertainment devices during school hours

Course of Action

The student is immediately corrected, parents are notified, and a parent, student, teacher, Dean of Students conference is scheduled. A policy of zero tolerance is in place for any type of bullying, verbal, physical or text messages, as stated above. The student will be suspended. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive home-school efforts to help the student improve behavior.

In addressing other infractions of rules, the teacher will contact the parent, discuss the situation and explain to the parent how the conduct of the child is negatively affecting both the child and other students. If a pattern of non-compliance develops, a meeting with the Principal will be scheduled.

Severe Clause:

In cases of severe misbehavior that causes the entire class from functioning, student will be immediately removed from the classroom and sent to the Dean of Students office.

Detention Policy

Parents will be notified in advance the date and time of the detention to be served.

Expulsion

Expulsion should be resorted to only when all means of discipline, including suspension, have been used and proved ineffectual or the student's conduct is a definite hindrance to the welfare and progress of the school community. The Principal and no one else has the authority to expel a student.

Cell Phone Policy

If students are picked up by grandparents or parents, there is no need for them to bring a cell phone to school. If the student must walk or take the bus home, they may bring a cell phone to school only after a cell phone permission slip is signed by a parent. The cell phone must be given to the teacher in homeroom and the cell phone will be sent to the Office to be held throughout the day. Cell phones will be returned at dismissal. If the cell phone is not turned in at the start of the day and is later discovered, the cell phone will be confiscated and returned only to a parent.

If a student is found text messaging, taking pictures, speaking or recording on an electronic device, the parent will be immediately called and the student will be suspended. Further infractions of this policy may result in expulsion.

The school office will not be held responsible for the loss of any cell phone or electronic device.

Computer and Technology

The Academy at Saint Mary holds specific expectations for students at each grade level concerning their use of the computers. Students are expected to make responsible, ethical and appropriate use of computers and information services at all times. Students and their parents will be requested to sign and comply with the school's "Acceptable Use Agreement for Technology".

Any student who fails to abide by the Acceptable Use Agreement or otherwise discredits the school, or members of our community via internet usage will be denied computer access at school, and may face other disciplinary action. This applies to computer usage outside of school.

Parents should communicate with faculty using the teacher's official school email address only.

Search of Lockers and Desks

Lockers and desks are the property of The Academy at Saint Mary and subject to search at any time.

UNIFORMS AND PERSONAL GROOMING

Uniforms

Uniforms should be clean and fit appropriately. Both boys and girls shirts are to be tucked in at all times.

Uniforms must be purchased through Flynn and O'Hara Uniforms, 196-198 Ferry Street, Newark, NJ 07105.

Personal Grooming

Boys' hair must be kept short and neat. Hair length should not be below the shirt collar and should be clean cut and combed. No bangs that fall below the eyebrow, spikes, Mohawks, Faux hawks, logos cut into hair or hair designs. "Unnatural" hair color is also not permitted. Boys are expected to be clean-shaven at all times.

Girls' hair must be fixed neatly and nicely. "Unnatural" hair color is not permitted. Girls must not have bangs that fall below the eyebrow.

- Wearing nail polish is not permitted
- No large, flashy jewelry may be worn (no string/rubber bracelets, etc.)
- A single stud or small hoop (no larger than a nickel) is permitted in the ear lobe.
- No earrings on boys
- Nose and eyebrow piercings are not permitted.
- No make-up
- Girls are **NOT** permitted to wear any hair accessories that are not part of the designated uniform (proper headbands, etc. are sold at the uniform store)
- Socks must be crew socks
- Girls' uniforms must touch the top of the knee
- "Spirit Wear" is not permitted as part of the uniform
- Full gym uniforms are required for gym class.

Dress Code for Non-Uniform Days

The following guidelines are to be followed in choosing proper attire for days on which students are excused from wearing school uniform. Students should dress modestly.

The following items are not permitted:

- Pants worn below the waistline
- Shirts that go above the waistline
- Low cut tops
- Bare shoulders (no tank tops)
- Shorts or skirts that are too short or too form fitting
- High-heeled or open-back shoes, flip flops
- Clothing with offensive or inappropriate words, symbols or graphics

Students who are inappropriately dressed will be required to call a parent/guardian and have them bring the school uniform to school for the child to change into.

Archdiocese Safe Environment Program

The directive from the Archdiocese of Newark's Safe Environment Program states that all volunteers who volunteer at The Academy at Saint Mary and work with minors are required to submit a volunteer application, submit to a background check, sign an Acknowledgement of Compliance with the Policies on Professional and Ministerial Conduct and Archdiocesan Code of Ethics, and attend a Protecting God's Children Workshop. A volunteer is defined as a class parent, coaches, anyone who accompanies children on a field trip (parent and guardian) or anyone who assists with PTO school activities and fundraisers, or any designated individual. The Academy at Saint Mary is unrelenting in its quest to be sure that the children entrusted to our care are safe at all times.

Miscellaneous Additional Information

ASBESTOS MANAGEMENT PLAN: The School's Asbestos Management Plan is on file in the school office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request as stipulated in an annual letter.

The Academy at Saint Mary 64 Chestnut Street, Rutherford, NJ 07070
(201) 933-5220

Absentee Note

PRINT STUDENT'S FIRST AND LAST NAME GRADE

DATES OF ABSENCE _____

REASON FOR ABSENCE _____

(For extended absences (3 days or more), chronic or contagious conditions, a doctor's note is required in addition to this note)

PARENT'S OR GUARDIAN SIGNATURE

***PRESENT THIS NOTE AT THE SCHOOL OFFICE ON THE DAY OF RETURN. NO ONE MAY SIGN IN PLACE OF THE PARENT OR GUARDIAN.**

AUTHORIZATION TO ADMINISTER MEDICATION IN SCHOOL

Name of student _____ Grade _____

(This form is to be completed by Physician or Advanced Practice Nurse.)

Name of Medication:

Dosage:

Frequency given and Special Instructions:

Purpose of drug:

Possible Side Effects:

I authorize the School Nurse or another school employee trained by the nurse to administer the above medication to my child during regular school hours and at other times when my child is participating in a school related event. I understand that the district, school, school nurse and other school employees shall incur no liability as a result of any injury arising from the administration of this medication; that I will indemnify and hold harmless the district, school, school nurse and other school employees against any claims arising from the administration to my child.

Signature of M.D.

Signature of Parent/Guardian

Address

Phone Number

Date

The permission is effective for the current school year only and must be renewed annually.

SELF-ADMISTRATION OF MEDICATION IN SCHOOL

Name of student: _____ Grade: _____

Diagnosis: _____

Medication: _____

Dosage: _____ Frequency: _____

Directions: _____

Possible Side Effects: _____

I certify that this student has asthma or another life-threatening illness and is permitted to self-administer the above medication. He/she has been instructed in the proper techniques of self-administration and has demonstrated competence in this technique.

Signature of Prescribing Physician

Date

Address

Phone

I authorize my child to self-administer the above medication. This permission includes self-administration of medication during regular school hours and at other times when my child is participating in a school related event. I understand that the district, school, school nurse and other school employees shall incur no liability as a result of any injury arising from the self-administration of this medication and that I will indemnify and hold harmless the district, school, school nurse and other school employees against any claims arising from the self-administration of medication by my child.

Signature of Parent/Guardian

Date

The permission is effective for the current school year only and must be renewed annually.

ACCEPTABLE USE AGREEMENT for TECHNOLOGY

The Academy at Saint Mary

The use of computer services at The Academy at Saint Mary is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services at all times. Network and computer services include: use of personal and school computers and peripherals, the Internet, campus and/or e-mail and all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

The Academy at Saint Mary holds specific expectations for students at each grade level regarding their use of computers before, during and after school in the computer lab, library or classroom. The following **Rules of Conduct** apply to information services.

Students:

- May use only the user name and password assigned for their class.
- May not reconfigure or tamper with the network system in any way, or attempt to access or alter files without permission.
- May not unlawfully copy software or information.
- May not use illegal software.
- Must cite properly all information that is acquired from electronic sources and used in their assignments.
- Are held responsible for all activity conducted while he/she is using any school computer.
- May not run non-instructional computer games on any school-owned computer, server or network system.
- May not use non-school software, disk drives, computers or other equipment unless cleared to do so by the school technology coordinator/ administrator.
- Must comply with any other additional guidelines as stipulated by the school.

Failure to comply with these standards or acceptable use of The Academy at Saint Mary's technology will result, in the very least, in suspension or withdrawal of network privileges.

Grades 8: As the parent of guardian of _____, I have read the **ACCEPTABLE USE POLICY** for technology at The Academy at Saint Mary and understand that this access is designed for educational purposes. I recognize that it is impossible for The Academy at Saint Mary to restrict access to controversial materials, and I will not hold the school or its agents responsible for any such materials acquired on the network.

Signed _____ **Date** _____

Students will not be allowed to use any computers until this form is signed and returned.

Catholic School Policy on Bullying, Harassment and Intimidation

The Academy at Saint Mary (herein "**School**"), as part of its mission as a Catholic school, recognizes that all students require a safe and civil environment in order to learn and achieve their maximum potential. Therefore, behaviors including bullying, harassment and intimidation by any student, faculty member, staff or volunteer are prohibited. These behaviors disrupt a student's ability to learn and the school's ability to educate the students. They are counter to the philosophy of School as a caring Christian community formed to proclaim and live the gospel of Jesus Christ.

Definition of bullying, harassment and intimidation:

Any behavior that takes away the rights of another and/or causes a person to not feel safe constitutes bullying, harassment and/or intimidation. This behavior can include, but is not limited to any gesture, verbal, written or physical act or electronic communication that is reasonably perceived as being motivated either by any actual or reasonably perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or any other distinguishing characteristic, taking place on school property, at any school-sponsored function, or on a school bus, that:

- A. a reasonable person should know, under the circumstances, will have the effect of harming a student physically or emotionally or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- B. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school or the student's ability to be educated.

Behavior Expected of Students:

In conjunction with the best traditions of high Catholic morals and ethics, School expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities, with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment.

School believes that standards for student behavior must be set cooperatively through interaction among the students, parents and guardians, staff and school community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school and community property on the part of students, staff and community members.

Electronic communication is any communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer or pager.

School believes that the best discipline is self-imposed, and that it is the responsibility of staff to use instances of violation of the code of student conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Teachers and staff members who interact with students shall apply best practices designed to prevent student conduct problems and encourage students' abilities to grow in self-discipline.

Instruction:

School will at least annually provide students with grade level appropriate programs on expectations for student conduct and bullying prevention, and provide students, parents, teachers and staff with a copy of this policy along with a statement explaining that it applies to all applicable acts of harassment, intimidation and bullying that occur on school property, at school-sponsored functions or on a school bus.

Consequences and Appropriate Remedial Action:

School requires its school administrators to develop and implement procedures that ensure both the appropriate consequences and remedial responses to a student or staff member who commits one or more acts of harassment, intimidation or bullying. The following factors, at a minimum, shall be given full consideration by school administrators in the development of the procedures for determining appropriate consequences and remedial measures for each act of harassment, intimidation or bullying.

Factors for Determining Consequences

- Age, developmental and maturity levels of the parties involved;
- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures:

Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation
- Academic performance

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem; and protect the victim of the act. The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences

- Admonishment;
- Temporary removal from the classroom;
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- After-school programs;
- Out-of-school suspension;
- Legal action; and
- Expulsion.

Examples of Remedial Measures

- Personal;
- Restitution and restoration;
- Mediation;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school disciplinarian;
- Student counseling;
- Parent conferences;
- Student treatment; or
- Student therapy.

Environmental (classroom, school building or school wide):

- School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
- School culture change;
- School climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Targeted use of monitors (e.g. hallway, cafeteria, bus);
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups; and
- Law enforcement (e.g., school resource office, juvenile officer) involvement.

Reporting Guideline:

Any student having witnessed or having reliable information that a student has been subjected to bullying, harassment or intimidation must report the incident verbally or in writing to a teacher, school nurse or the Principal. All teachers and staff members, volunteers, parents and other adult members of the school community having witnessed or having reliable information that a student has been subject to bullying, harassment or intimidation must immediately report the matter within 24 hours in writing to the principal.

School can only address problems it has been made aware of. Therefore it is expected that all students and adults take the responsibility to report any acts that may be in violation of this policy immediately so that the matter may be given immediate and proper attention. All complaints or concerns will be promptly acknowledged and investigated. This will be done with sensitivity to the subject matter and the need for confidentiality will be determined and respected as appropriate.

Reports may be made anonymously, but confirmation by investigation will be necessary, as formal disciplinary action may not be based solely on the basis of an anonymous report.

Reporting and/or communication regarding incidents of bullying, harassment or intimidation will not affect a student's grades or status.

Investigation:

When a report is made about an incident of bullying, harassment or intimidation, the principal or designee will thoroughly investigate the incident in a timely manner. Investigations may include interviews with students, parents and school personnel, review of school records and/or communication with law enforcement officers.

Interventions and Responses:

School recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individual committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school wide level or by law enforcement officials. Consequences and appropriate remedial action for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion.

In considering whether a response beyond the individual is appropriate, School shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e. classroom, school building, school wide) responses can range from school and community surveys, to mailings, to focus groups to adoption of research-based bullying prevention program models, to training for teachers and staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student behavior and the consequences of such actions, and to the involvement of law enforcement officers, including school resource officers.

In addition, School intends to make resources (e.g. counseling) available to individual victims of harassment, intimidation and bullying when appropriate and respond in a manner that does not stigmatize victim(s).

After results of an investigation are concluded, consequences for students who bully others may include but are not limited to: counseling, a parent conference, detention, suspension or expulsion, or consultation with/or reporting to law enforcement officers.

Depending upon the severity of the incident, the principal may take appropriate measures to ensure student safety, including but not limited to: implementing a safety plan, separating and supervising the students involved, involving school staff for intervention and/or ongoing support, developing a plan involving parents. Since parents are key partners in both changing the bullying behavior and supporting the victims of bullying, the principal and/or the investigating staff member shall discuss his/her findings, planned consequences, and intervention plan with the parent of both the offender and the victim. The principal or her designee shall keep a record of the findings and remedial actions on file for future reference.

Reprisal or Retaliation Prohibited:

School prohibits reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal after consideration of the nature, severity and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and school policies and procedures.

Consequences for False Accusation:

School prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall be disciplined in accordance with school policies, procedures and agreements. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Staff Responsibilities:

The administrations shall provide periodic training on the school's harassment, intimidation and bullying policies to teachers and other personnel who have significant contact with students. Teachers and staff members are encouraged to become trained in skills and strategies for continuing the education of the students in bullying prevention and implementing appropriate interventions when necessary. Staff members who observe or become aware of an act of bullying are to take immediate, appropriate steps to intervene unless the intervention would be a threat to their or students' safety. All incidents must be immediately reported to the principal in writing.

Implementation:

School and all school personnel, with the support and guidance of the principal, are committed to ensure that this policy is carried out consistently and uniformly, and that all necessary disciplinary actions are carried out with necessary due process.

Annual Policy Review:

School shall review this policy on a regular basis at least annually and update or change it as needed.

National Junior Honor Society of The Academy at Saint Mary

The National Junior Honor Society Chapter of The Academy at Saint Mary is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of the NJHS and have been revised to meet our local chapter needs. Students are selected to be members of a five-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each year.

Students in the second semester of grade eight are eligible for membership. For the scholastic criterion, a student must have an A average and good conduct.

Those who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership, citizenship and service.

To evaluate a candidate's character, the Faculty Council uses two forms of input: first, school disciplinary records are reviewed; second, members of the faculty are solicited for input regarding their professional reflections on a candidate's character and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the council is necessary for selection. Candidates are notified regarding selection or non-selection according to a pre-determined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance or better, in all five criteria that led to their selection. This obligation includes regular attendance at chapter meetings held bi-weekly during the school year and participation in the chapter service project(s).

Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser by phone at (201) 933-5220.

Selection Procedures

Selection to NJHS is a privilege, not a right. Students do not apply for membership in the National Junior Honor Society; instead they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. The selection process is not an election, nor membership is automatic because a student has achieved a specific level of academic performance. The Faculty Council selects students who demonstrate outstanding performance in all five criteria of scholarship, leadership, service, citizenship, and character/conduct.

The scholarship requirement is based on a student's cumulative grade point average and conduct at the end of grade five, six, and seven. Candidates must have an A average and good conduct.

The Faculty Council may raise the required GPA for incoming candidates after proper notification of the change. Under all circumstances, continued membership in the chapter is based upon students maintaining the standards under which they were admitted as members.

After the Faculty Council has determined the list of candidates based on the scholarship criterion, school disciplinary records will be reviewed. The students selected for consideration will be asked to complete a Student Activity Information to assist the Faculty Council in the selection process. This form is generally used to obtain information directly from the student regarding leadership, and service activities.

Faculty evaluations may be used by the Faculty Council to supplement the Student Activity Form gathered from each candidate. The faculty evaluation may be used to support the strength of a student's candidacy in the areas of service, leadership, citizenship and character.

The selection of each member to the chapter shall be by majority vote of the Faculty Council. The National Council and the NASSP shall not review the judgment of the Faculty Council regarding selection of individual members to local chapters.

Those students selected and their parents are generally notified promptly and personally by the principal or the chapter adviser. This information should be held in confidence until the formal invitations to the induction ceremony is released.

Membership in the National Junior Honor Society is a permanent condition unless a student performance falls below the standards by which he or she was selected. To this end, chapters may not ask students to "re-apply" on a yearly basis. This circumstance does not preclude a Chapter's Faculty Council from requesting that students verify that they are still meeting the criteria for selection by updating their Student Activity Information Forms. However, this activity must not be interpreted as a formal return to the selection process with the student's continuing membership in doubt.

Discipline and Dismissal of Members

The chapter adviser periodically reviews the standing of the members for compliance with Society standards. When a member falls below the standards by which the member was selected, the adviser will inform the errant member in writing the nature of the violation, give a time period for improvement, and provide warning of the possible consequences of non-improvement. A conference will follow after the errant member has been notified in writing. If the student does not make the improvement in the specified time, that student is subject to whatever disciplinary measures are considered appropriate by the adviser or Faculty Council.

The goal of disciplinary measures other than dismissal is to re-educate the student to a more appropriate behavior. If the discipline is constructive, there is a greater likelihood that the student will improve in the particular area in which there is deficiency.

In the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned of his/her dismissal from the Society. In all cases of impending dismissal, a

member shall have a right to written notification of charges and a hearing before the Faculty Council. A member who has been dismissed or who resigns is never eligible for membership in the NJHS. If a member is dismissed, written notice of the decision will be sent to the member, or his or her parents, and the principal. The member must then surrender the NJHS emblem and membership card to the chapter adviser. If the member is unwilling to do this, the matter will be treated as a school disciplinary matter. A member who has been dismissed may appeal the decision of the Faculty Council under the same rules for disciplinary appeals, to the principal. The National Council and the NASSP shall hear no appeals in dismissal cases.

Chapter meetings serve an important purpose by providing the means for planning, teaching leadership skills, communicating to the members, and ensuring a smooth flow of operations in the Society. The following guidelines must be observed regarding attending the required bi-weekly meetings of the chapter.

- Members are allowed three excused absences from the required meetings if the absence is due to medical, legal or scholastic reasons.
- Absence from a required meeting due to sports, extra-curricular activities outside of the school, personal reasons to be determined by the Faculty Council, are all un-excused absences. Members are only allowed a total of two unexcused absences.
- A member who fails to attend meetings will be given a written warning and will be counseled at length by the chapter adviser before disciplinary action will be taken.

DAILY SCHEDULE

Homeroom	7:45 – 7:57
Period A	8:00 – 8:45
Period B	8:48 – 9:33
Period C	9:36 – 10:21
Period D	10:24 – 11:09
Period E	11:12 – 11:57
Period F	12:00 – 12:45
Period G	12:48 – 1:33
Period H	1:36 – 2:21

MINIMUM DAY SCHEDULE

Homeroom	7:45 – 7:57
Period A	8:00 – 8:30
Period B	8:33 – 9:03
Period C	9:06 – 9:36
Period D	9:39 – 10:09
Period E	10:12 – 10:42
Period F	10:45 – 11:15
Period G	11:18 – 11:48
Period H	11:51 – 12:21

MORNING ASSEMBLY

Homeroom	7:45 – 7:50
Morning Assembly	7:53-8:37
Period A	8:40 – 9:20
Period B	9:23 – 10:03
Period C	10:06 – 10:46
Period D	10:49 – 11:29
Period E	11:32 – 12:12
Period F	12:15 – 12:55
Period G	12:58 – 1:38
Period H	1:41 – 2:21

**AFTERNOON ASSEMBLY and
ACTIVITY DAY**

Homeroom	7:45 – 7:57
Period A	8:00 – 8:39
Period B	8:42 – 9:21
Period C	9:24 – 10:03
Period D	10:06 – 10:45
Period E	10:48 – 11:27
Period F	11:30 – 12:09
Period G	12:12 – 12:51
Period H	12:54 – 1:33
Afternoon Assembly	1:36 – 2:21

DELAYED OPENING

Homeroom	9:45 – 9:57
Period A	10:00 – 10:30
Period B	10:33 – 11:03
Period C	11:06 – 11:36
Period D	11:39 – 12:09
Period E	12:12 – 12:42
Period F	12:45 – 1:15
Period G	1:18 – 1:48
Period H	1:51 – 2:21

EARLY DISMISSAL

Homeroom	7:45 – 7:57
Period A	8:00 – 8:27
Period B	8:30 – 8:57
Period C	9:00 – 9:27
Period D	9:30 – 9:57
Period E	10:00 – 10:27
Period F	10:30 – 10:57
Period G	11:00 – 11:27
Period H	11:30 – 11:57

MORNING MASS SCHEDULE

Period A	7:45 – 8:15
Mass	
Period B	9:30 – 10:09
Period C	10:12 – 10:51
Period D	10:54 – 11:33
Period E	11:36 – 12:15
Period F	12:18 – 12:57
Period G	1:00 – 1:39
Period H	1:42 – 2:21

AFTERNOON MASS SCHEDULE

Homeroom	7:45 – 7:50
Period A	7:53 – 8:28
Period B	8:31 – 9:06
Period C	9:09 – 9:44
Period D	9:47 – 10:22
Period E	10:25 – 11:00
Period F	11:03 – 11:38
Mass	
Period G	1:00 – 1:39
Period H	1:42 – 2:21