



**St. Mary of the Lakes**  
CATHOLIC SCHOOL

*St. Mary of the Lakes School*

*196 Route 70*

*Medford, NJ 08055*

*609-654-2546*

*Student/Parent Handbook*

*2018-2019*

*[www.smlschool.org](http://www.smlschool.org)*

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## **MISSION STATEMENT**

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

## **PHILOSOPHY GOALS**

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

## **PREFACE**

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

## **ACCREDITATION**

St. Mary of the Lakes School is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI), an accreditation division of AdvancED.

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

- To communicate with enthusiasm, a love of life and a love of the Gospel.

- To foster an appreciation for the gifts of faith and practices that lead to spiritual development: daily prayer, class masses, Prayer Services and faculty and staff retreats.
- To promote service in the larger community through the interaction of faculty, students and school families.
- To provide an academic atmosphere with a variety of learning that will stimulate each student's desire to achieve to his/her fullest potential.
- To develop mastery in using and applying a broad range of technologies to support life-long learning.
- To maintain open communications with parents so they will be aware of their child's progress and the activities of the school.

## **SECTION I- ADMISSIONS**

### **Admission Policy**

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

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

school year. Additionally, children must be fully toilet trained and demonstrate appropriate maturity for their age.

### **Registration Procedure**

Registration of students is completed after all necessary records have been obtained and reviewed by the Principal. Acceptance of students is also dependent upon availability of space at each grade level. All new students must present the following documents at the time of registration: Birth certificate, Baptismal certificate (if child is baptized), immunization records, report cards from prior school(s), and if applicable, results of standardized assessments. Students will be assessed as needed, to determine appropriate grade level placement. A meeting with the school is required prior to acceptance of any new student and **all students are accepted on a provisional basis for the first 60 days of the school year.**

If any new student does not meet the behavioral, academic, or social/emotional expectations for his/her grade level, the family will be notified that the child can no longer attend SMLS.

### **Registration Requirements**

Registration and school tours are available throughout the school year.

All Families Are Expected To:

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

4. Members of the St. Mary of the Lakes Parish who receive the in-parish tuition rate must participate at Mass every Sunday and support the church by use of collection envelopes.

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

- During the first trimester: full registration fee is charged
- During the second trimester: 2/3 of the registration fee is charged
- During the third trimester: 1/3 of registration fee is charged

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

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

### **Currently Enrolled Students**

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

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

### **Transfer Procedure**

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

1. Name and grade of child.
2. Reasons for transfer.

3. Address, including zip code, and fax number of the new school to be attended.
4. Last date your child will attend this school.

Upon receipt of the above information, the school secretary will mail a transcript of scholastic records, standardized test results, and health records directly to the new school provided that:

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

### **AMENDMENTS TO HANDBOOK**

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

## **SECTION II – OFFICE**

### **Office Hours**

The Main Office is open Monday through Friday during the school year from 8:00 A.M. to 4:00 P.M.

Summer hours are posted on the school website.

### **School Calendar**

Calendars are maintained on the school website.



## **Office Communication**

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

## **Email**

The faculty and staff of St. Mary of the Lakes School may be reached by email at first initial last name [@smlschool.org](mailto:@smlschool.org). During the school day, teachers will devote their energies to their students, not their email. We therefore request that parents hold reasonable expectations regarding responses to their email. In most cases the teacher will respond in 24-48 hours. Please do not anticipate an email between Friday at dismissal and Monday morning. In addition, we respectfully request that parents not abuse the email communication system. If you can find the information on the teacher's web page or elsewhere on the school website, please use those avenues before sending an email. We want to establish good communication, but we do not want to consume the teacher's time if information is provided elsewhere.

## **General School Communication**

### **Blue Communication Folders**

This weekly folder is used as a means of communication from the school Principal, Main Office, and the PTA, to all school families. Each week, the Blue Folders are sent home on Thursday with the youngest student in your family. These folders must be returned to the school on Friday. During a shortened week the Blue Folders will be sent home earlier.

Whenever possible, parents/guardians will receive an email BLAST in lieu of hard copies of

pertinent information. Fliers and other information will be posted on the school website to reduce the use of paper.

\*Blue folder communications will be increasingly electronic.

Parents should check their child's teachers website frequently for classroom updates and information.

### **Student Records**

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

### **Release of Records**

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

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

### **Counseling Services**

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

### **Child Abuse Reports**

Pursuant to New Jersey State Law, any reasonable cause or suspicion to believe that a child has been abused or neglected *requires* school personnel to report said abuse/neglect to the Division of Child Protection and Permanency (DCP&P). Failure to do so within the prescribed period renders that employee in violation of the provision of the act and a disorderly person. (N.J.S.A. 9:6-8.9, 8.10, 8.13, 8.14)

If your child/ren report abuse/neglect of any kind to any school employee, we must and will notify DCP&P. A social worker from DCP&P will then come to school to meet with your child/ren and begin an investigation into the allegations. DCP&P will then be in touch with the parents/guardians. We are not permitted to be in contact with the parents to notify them of our call to DCP&P.

### **Student Accidents**

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

## **HEALTH OFFICE PROCEDURES**

### **Medication**

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

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

**State required immunizations are as follows:**

- DPT- 4 doses- one dose administered after 4<sup>th</sup> birthday.
- Polio- 3 doses- one dose administered after 4<sup>th</sup> birthday.
- Hepatitis B- three doses prior to school entry.
- Hib- 3-4 doses depending on vaccine or at least one dose after 12 months.
- Varicella- one dose after the 1<sup>st</sup> birthday; booster recommended.
- Measles, Mumps, Rubella (MMR) - 2 doses required (1 dose on or after 1<sup>st</sup> birthday and 1 dose before entering Kindergarten).
- Pneumococcal (PVC)- children 12 months through 59 months attending PK shall have received at least one dose on or after his/her first birthday.
- Influenza vaccine - Children between 6 months and 59 months of age should annually receive at least one dose of Influenza Vaccine between September 1<sup>st</sup> and December 31<sup>st</sup> each year.

Every child born on or after 1/1/1997 and prior to grade 6 should have received one dose of Tdap (tetanus, diphtheria, and a cellular pertussis) and meningococcal vaccine. These immunizations should be given no earlier than his/her 10<sup>th</sup> birthday but before entering 6<sup>th</sup> grade.

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

### **Rules for student returning to school after a communicable disease**

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

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

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

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

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

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

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

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

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

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

**A fever/oral temperature of 100.4 or higher** will require the child to stay home. He/she should return after 24 hours without symptoms or fever, without the use of fever reducing medications.

### **Emergency Cards**

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

### **Safety and Security**

#### **Emergency Closings**

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

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

<https://INSTANTALERT.HONEYWELL.COM>

**Emergency Crisis Procedures**

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

**SECTION IV – GENERAL SCHOOL POLICIES**

**Attendance Policy**

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

School Hours

Preschool Monday-Friday

Full Day 8:20-2:40

Half Day 8:20-11:15

Kindergarten through eighth grade:

Full Day 8:25-3:00

Early Dismissal 8:25-12:40

## **Early Dismissal and Emergency Closings**

- School initiated, planned early dismissals are posted on the school website and calendar.
- Emergency early dismissals will be rare. Should this occur, parents/guardians will be notified via Honeywell message and it will be posted on the school website. If there is a change in the way the student should go home during an Emergency Early Dismissal, a parent/guardian must notify the office with this information through an email message prior to noon on that day. After care will not be available on an emergency early dismissal. If a student normally goes to aftercare, a parent/guardian must have an alternate plan in place and on file with the aftercare supervisor.
- For early dismissals, permission for a doctor, dental, orthodontist, or legal pre-scheduled appointment, parent/guardian must provide a written note to receive an excused early dismissal. The request must clearly state the reason for the early dismissal. All other early dismissals will be deemed unexcused, unless other arrangements have been made with the principal. Excessive early dismissals may result in a loss of privileges. Please do not request an early dismissal for students between 2:30 P.M. and 3:00 P.M.

## **Tardiness**

All students must be in school by 8:25 A.M. After 8:25 A.M. all doors are locked and parents must park in the main parking lot, **not at the curb**, and are required to escort the students to the main office, via the Main Office Door, to obtain a late admission pass from the Main Office. Parents may not accompany child to the classroom. **Excessive**



**tardiness without a doctor's note (more than 3 per marking period) will result in loss of privileges.**

**Daily Attendance Guidelines:**

1. Any student entering school after 8:25 A.M. and before 11 A.M. is marked tardy.
2. Any student entering school after 11A.M. is marked absent for the morning session.
3. Any student leaving before the end of the first period is absent for the entire day.
4. Any student leaving after the end of first period, who does not return, is marked absent for the afternoon session.
5. Any student leaving school over one hour before dismissal is marked absent for the afternoon session.

**Student Absence**

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

### **Family Vacations**

Family vacations are memorable and exciting for students. We are supportive of occasional time out of school for rare and memorable family experiences, but unfortunately we cannot give students work in advance of their vacations. When students return from vacation, they should plan to complete work as follows: 1 day absent; 1 day to complete missed work. 2 to 4 days missed work; 2 days to complete missed work. 5 or more days; 3 days to complete missed work. To request an exception to this policy, please make arrangements with the principal in advance of vacation. All tests will be made up in school only. The responsibility to make up missed work rests entirely with the students and parents/guardians.

### **Arrival**

Students should not arrive to school before 8:00 A.M. unless registered in our before school program. Students should be in the building by 8:25 A.M. and are to report to classrooms, but may not enter until the teacher is present. Parents who bring their children to school by car are asked to drop off students in the back of the school. For the safety of our children, please pull all the way up in line. Students get out when the car stops. Please drop your child off from the passenger side only. Do not pull around the buses while they are loading and unloading.

### **Dismissal**

Students are dismissed between 3:00 P.M. and 3:10 P.M. It is expected that parents/guardians who transport students by car be on time and wait in their cars. Parents are encouraged not to request an early dismissal for a student unless it is absolutely necessary. When calling in changes in transportation call the Car Rider Line, ext. 216

before 2:15 P.M. On days when students are dismissed at 12:40 P.M., please call ext. 215 by 12:15 P.M.

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

No children may remain after school without adult supervision. Any student that is not picked up by 3:15 will be sent to After Care and parents will be charged accordingly.

Parents conducting after school activities must remain with students until they are picked up by their parents. (ie: Girl Scouts, Clubs, Sports Activities, etc.)

For early dismissal, please meet your student at the main office no later than 2:30 P.M.

Afternoon sessions are not over until 2:50 and students frequently miss homework assignments or end of the day announcements when they leave before 3:00 P.M. Parent helpers leaving school at dismissal should wait for their children at their cars in the Car Rider Line. No parent may meet their student outside of the Main Offices at dismissal time. If someone other than a parent will be picking up the student, a note giving permission is necessary and identification is required.

All students should go directly home from school. Any change in regular dismissal procedure requires **WRITTEN NOTIFICATION** from the parent/guardian (e.g. visiting the library, going to a friend's home, eating lunch out). **Students may not ride bikes to school.** Bus riders are not permitted to change buses.

### **Car Rider Dismissal**

The car rider dismissal line will form in the rear of the school at the designated cone areas. Please pull all the way up to the car in front of you. Students will gather in the

Basketball Area of parking lot. Parents, please remain with your car and students will be permitted to go to their car only when all traffic has stopped. Traffic Control Staff will signal parents to exit parking lot. Please follow the directions of the Traffic Control Staff at **ALL** times. **FOR THE SAFETY OF THE CHILDREN, PLEASE DO NOT MOVE YOUR CAR WHILE STUDENTS ARE LOADING. All siblings must stay together.**

### **Rainy Day Dismissal**

All children who are car riders on a rainy day will meet in the cafeteria and stand below the sign of the letter that begins their last name. They will stand together with their siblings. Parents are to park in the back parking lot by the cafeteria. Parents please enter the cafeteria from the back parking lot only. The children will be dismissed with their parents through the doors on the kitchen side of the stage. No one may park on the Route 70 side of the building or at the front of the building where buses are loading. Once your family has been dismissed, please exit the parking lot **CAREFULLY**.

### **Snacks**

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

- Snacks should be nutritious and easily eaten in the classroom in the time allotted.
- No carbonated, caffeinated, or heavily sugared beverages. Beverages should be in a resealable container or a single use container like a juice box.
- Your child's teacher will contact you with any allergy concerns.

### **Student Pictures**

Each fall, the school will hire an approved photographer to take individual pictures of our students. Parents will be sent information concerning prices and packages they can purchase. Each individual student's picture will be taken regardless of whether they purchase any pictures. In the springtime, classroom group pictures will be taken of our elementary students. Parents may once again purchase these pictures and will be furnished with information detailing prices.

### **Yearbook**

A school yearbook is available for purchase at the end of the school year. The eighth grade yearbook committee is responsible for its publication. The yearbook will contain pictures of students, faculty, and events of the school year highlighting the graduating class. Forms for purchasing a yearbook can be found on the school website when the sale begins.

### **Telephones**

The telephones in the Health and Main Offices is for emergencies and may only be used with the permission.

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

Students must keep cell phones in their book bags in the classroom closet with the power off. Any phone activity during school hours is **NOT** permitted. Any student using a cell phone or having one out of his/her book bag during the school day will have the cell phone confiscated and kept in the principal's office. A parent will be notified and will need to meet with the principal to discuss consequences. Laser light pens are not permitted at any time and will be confiscated. Electronic games and other similar devices must be powered off and kept in book bags during the school day. Cameras may only be

used with the permission of the principal and/or teacher. Repeated violations will result in detentions or possible suspension.

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

Parents/Visitors are asked not to use their cell phones in hallways or in classrooms where it could be disruptive to classroom instruction.

### **Lost and Found**

The Lost and Found area is located outside the auditorium and gym lobby. When items are clearly marked with name/grade, they are returned to the classroom.

Every three months, all unclaimed, unmarked items will be removed from the lost and found area. Uniform items will be saved for the Uniform Exchange. Usable items will be donated to charity; the remaining items will be discarded.

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

### **Visitors**

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

### **Volunteers**

Parents are encouraged to volunteer for various activities during the school year, such as to chair fundraisers, help in classrooms, etc. Forms to sign up for these activities are sent

home in September. Our PTA sends updates on their needs for volunteers in our weekly blue folders or through email blasts. All volunteers must be Virtus trained.

### **Virtus**

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

### **Background Checks**

All Diocesan employees and volunteers who, during the course of their employment or volunteer activity, have contact with a minor, are required to have criminal background checks (finger printed). All criminal history background checks must be updated every four (4) years.

### **Court Orders**

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

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

### **Transportation**

Bus transportation is provided for the students by Medford Township and Burlington County ESU.

### **Bus Conduct**

The right of students to ride on the bus is conditional on their good behavior and observance of bus safety rules and regulations. Any student who violates any of these rules will be reported to the school administration. Parents or guardians will be responsible for the transportation of any student who has lost school bus transportation privileges.

Bus rules and regulations are, but not limited to, the following:

1. The bus driver is in full charge of the bus and the students. This authority extends to both loading and unloading.
2. Drivers have the authority to assign bus riders to certain seats in order to maintain order, discipline, and to promote safety.
3. Courtesy and respect are to be extended to the bus driver and to other students.
4. Students are not permitted to eat, drink or change seats.
5. All students should be at their pickup location ten minutes ahead of schedule or as directed by the bus company.
6. Students are not to extend hands, arms, heads, or any other objects through the bus window.
7. Students are not to throw, shoot, or project any type of object while on the bus.



8. Students may use electronic devices with headphones while on the bus unless otherwise directed.
9. Damage or vandalism to the bus should be reported to the driver at once.
10. Profanity on the bus will not be tolerated.
11. Students are not permitted to ride any bus other than the one they are assigned by the local school district. Neither the principal nor the teachers can give permission.
12. No fighting/unnecessary roughness/physical/verbal/written threats will be tolerated.

Any student not following above bus rules and regulations will be issued consequences based on the severity of the bus offense.

### **After School Activities**

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

### **Extra Curricular Activities**

#### **Clubs and Activities**

- Science Club, Yearbook, Drama Club, Altar Servers, Band, Mission Club, Battle of the Books, T.V. Crew, Scouting (Boys and Girls), Abrakadoodle

#### **Athletic Programs**

- Fall

- Field Hockey (5-8)
- Soccer (Co-ed 6-8)
- Winter
  - Basketball (3-8)
  - Cheerleading (5-8)
- Spring
  - Baseball (6-8)
  - Lacrosse (5-8)
  - Softball (6-8)

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

### **Books and Book Bag**

Textbooks are loaned to students and they are responsible for the proper care of them throughout the year. All textbooks must be neatly covered with a non-sticking material. Clear contact may be used on consumable books. No writing, drawing, or graffiti is

permitted on personal property (books, book covers, pencil cases, etc.) Covers that are marked, torn or worn are to be replaced. If a book is lost or damaged, payment must be made to cover the cost. All workbooks are to be cared for the same way. Every child must have a sturdy book bag. Book bags with wheels are permitted grades 1-8. Students must use a book bag to carry books to and from school. Grades 5-8 must purchase a tote bag to carry books to and from classes.

### **General School Rules**

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

### **Dress Code**

#### General

- Light blue polo shirts and light blue oxford shirts must be tucked in. (Boys and girls)
- All shoes must be non-skid/non-scruff. Absolutely no flip-flops or "Crocks"™ may be worn at any time.
- **If sneakers must be worn for medical purposes, a doctor's note must be provided that communicates why the sneakers are needed, the length of time**

**that the sneakers are required and any other physical limitations that we should be aware of (i.e. gym class, recess, etc.). If the sneakers are needed indefinitely for a chronic condition, the student (male or female) must wear all black sneakers.**

- Shoe laces tied and belt visible.
- No colored t-shirt may be worn under uniform shirt.
- No jewelry, except a wristwatch, religious medal or cross. (No jewelry during P.E. Class)
- One pair of small earrings for girls only. Boys are not permitted to wear earrings.
- **Skorts must be an acceptable length, but no shorter than 2 inches above the knee.**
- Hair must be neatly groomed, not dyed, not tinted, above ears, eyes and collar.  
(Boys)
- Hair must be neatly groomed, not dyed, not tinted. (Girls)
- Make up allowed for girls in gr. 7 and 8 only is limited to a pale lipstick and clear, pale pink, or French manicure on nails. \*The only exception to this is 1 week following the Fashion Show and 1 week following the 8<sup>th</sup> grade dance during which the students involved may keep their nail polish on. Be prepared to remove gel nails after the week time period.
- All uniforms must be kept neat. **NO** holes, rips or writing on.

K-4 (Winter Uniform- Nov 1- April 30)

Boys

Navy blue dress pants with plain black, brown or navy belt

Light blue polo shirt with school emblem, long or short sleeves

Navy blue vest or long sleeved navy blue sweater with emblem

Black dress shoes or solid black sneakers. (Velcro is acceptable.)

Logos on sneakers are NOT permitted.

Navy Blue or black crew socks

### Girls

Year round plaid jumper or navy blue pants with plain black, brown, or navy belt

Navy blue vest or navy blue cardigan with emblem

White Peter Pan blouse with long or short sleeves or white turtle neck

\*Light blue polo shirt with school emblem, long or short sleeves worn with navy blue pants only\*

Navy blue Mary Janes or navy blue oxfords (Velcro is acceptable.)

Navy blue knee socks or navy blue tights.

### K-4 (Summer Uniform - September and October; May and June)

#### Boys

Navy blue walking shorts with plain black, brown or navy belt

Light blue polo shirt with school emblem

Black dress shoes or solid black sneakers. Logos on sneakers are NOT permitted.  
(Velcro is acceptable.)

Navy blue or black crew socks

#### Girls

Navy blue walking shorts with plain black, brown, navy belt worn with light blue polo shirt with school emblem and navy blue knee socks

OR

Year round plaid jumper worn with white blouse and white ankle socks

Navy blue Mary Janes or navy blue oxfords (Velcro is acceptable.)

5-8 (Winter Uniform Nov 1 – April 30)

Boys

Navy blue dress pants with plain black, brown or navy belt

Light blue oxford shirt with long or short sleeved with navy tie

Solid navy blue vest or navy blue pullover sweater with school emblem

Black dress shoes or solid black sneakers- Logos are NOT permitted.

Navy blue or black crew socks

Girls

Navy skorts or navy pants with plain black, brown or navy belt

Light blue oxford shirt long or short sleeved

Navy blue pullover sweater with school emblem

Burgundy penny loafers or navy blue oxfords

Navy blue tights

5-8 (Summer Uniform – September and October; May and June)

Boys

Navy blue walking shorts or navy blue dress with plain black, brown or navy belt

Light blue polo shirt with school emblem

Black dress shoes or solid black sneakers

Navy blue or black crew socks

Girls

Navy blue walking shorts or navy blue skorts, but not shorter than 2 inches above the knee

Light blue polo banded-bottom shirt with school emblem

Burgundy penny loafers or navy blue oxfords

Navy blue tights

Navy knee socks or white quarter socks

Gym Uniforms (All year except where noted)

Solid navy blue shorts

Light blue T-Shirt with school emblem

Navy blue sweatshirt with school emblem and plain navy blue sweat pants are mandatory during the winter months (Nov 1 – April 30)

Sneakers- tied or Velcro

Plain white crew socks/black crew socks

No ankle socks; socks must be visible

No jewelry to be worn during the P.E. class

No zippers or hoods on sweat shirts

No platform sneakers, “heelies” or “skate shoes” are permitted.

Gym uniforms may be purchased at SML School Store or from P.E. Teacher

Official Uniform Supplier

Flynn & O’Hara

Garden State Pavilions

2240 W. Marlton Pike

Cherry Hill, NJ 08022

(856) 931-8838 / 1-800-441-4122

[www.flynnohara.com](http://www.flynnohara.com)

Land's End

800-741-6311

[www.landsend.com](http://www.landsend.com)

Preferred School # 9000-9131-5

### Casual Day

Gym clothes/spirit wear may be worn with sneakers

### Dress Down Days

Students must always be properly and modestly attired on dress down days.

Parents/guardians are asked to be attentive to the selection of clothing students make.

During a dress down day in the spring/summer, the only shorts allowed are SML uniform shorts, unless other permission is given by the building principal. Anything below the knee (capris, jeans, etc.) is acceptable.

Items not permitted are:

- Tank tops, short tops, and revealing tops
- Skirts that are more than 3 inches above the knee
- Tight skirts
- T-shirts with suggestive sayings
- Flip-flops, high heels, and other shoes that can be hazardous
- Any other item of clothing not in keeping with moral decency and a Christian code of conduct



- No leggings, jeggings, or skinny jeans unless worn with an accompanying top that covers to mid-thigh or beyond

### **Internet Use Policy**

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

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

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

### **Parties/Fees**

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

### **Outside School Celebrations**

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

### **Field Trips**

On occasion, SML School will sponsor and conduct field trips for the educational enrichment of the students. These trips are a privilege and may be denied to any student if

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

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

Students must always be properly attired when attending school dances and parents/guardians are asked to be attentive to the selection of clothing students make. Length of skirts/dresses must not be more than 3 inches above the knee and students must wear sleeves. Undergarments may not be showing.

### **Lunch**

Lunch Periods

11:50-1:00 – Pre-K

11:50-12:30 – Kindergarten

11:55-12:35 – Grades 5-8

12:20-1:00 – Grades 1-4

Prepared lunches are offered each full school day. Monthly calendars listing lunch choices are on the school website. Students ordering lunch must do so before 8:30 A.M. Parents must contact Main Office to order lunch by 8:45 A.M. if your child is going to be late. Otherwise, students are to bring their lunch on full days. **Please put name on lunch**

**bags and lunch boxes**, and include napkins. Students should have a well-balanced snack and lunch. If your child forgets lunch, please bring it to the office by 11:45 A.M. with your child's name and homeroom.

Milk orders for the year (1% white or ½% chocolate low fat milk) are made available in September. A one time choice is offered. Milk Order forms can be found on the school website. (One form per family.)

Tokens for lunch purchase are sold twice monthly (see school calendar for dates).

### **Lunchroom Rules**

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

- All lunches must be purchased with tokens. The school has a contact with Medford School District to provide nutritious meals, therefore parents may not bring in lunches from outside vendors.
- No soda or glass containers are permitted in school.
- All students must get permission from teacher or lunchroom supervisors to leave cafeteria.
- Students must have a pass from the teacher to go to other rooms in the building.
- Students may not throw food.
- No food or drinks may be taken outside during lunch recess.
- Students are responsible for keeping their tables clean.
- Students are to use the restrooms before going outside for recess.
- A peanut free lunch table is available.

### **Recess Rules**

- Students are provided with playground equipment therefore, no sports equipment or toys may be brought from home.
- Students must stay in their specific, assigned recess areas with their lunchroom supervisors.
- Students may not take any electronic devices outside.
- Students may not play on the bleachers on the field or climb the trees.
- The grassy areas between the science lab and the teacher's lounge is off limits.
- Students may not fight or tackle at recess.
- Students may not leave school grounds under any condition

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

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

#### **Definition**

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

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

### **Retaliation**

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

### **Reporting Incidents of HIB**

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

### **Resolving Complaints of Harassment, Intimidation and Bullying**

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

Confidentiality and privacy concerns are almost always implicated in situations involving complaints of harassment, intimidation, and/or bullying. The school must balance the need to fully investigate the allegations with the privacy of the individuals involved.

Therefore, information gathered during the investigation and resolution process may only be shared on a “need-to-know” basis with those directly involved in the incident and investigation. Additionally, information may be shared with senior administration officials, including the superintendent and his/her designee.

A range of responses may address the complaint of harassment, intimidation and/or bullying. The response will depend on the context and circumstances of each case.

Counseling may also be recommended. Factors to consider in determining the appropriate disciplinary response include:

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

Remedial measures may also be appropriate. Examples of remedial measures include changing class assignments or schedules where possible, counseling, parent conferences, on-going monitoring of behavior, a behavior contract, and programming on relevant issues for the student body and parents. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when resolving a complaint of harassment, intimidation, and/or bullying. Disciplinary measures should be consistent with discipline policies.

### **Discipline Overview**

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

### **Courtesy**

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

### **Philosophy of Discipline**

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

### **Disciplinary Definitions**

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

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

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

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

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

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

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

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

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



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

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

### **Important Notice**

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

### **Student Infraction Notice**

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

### **Spiritual Life Program**

Religious Education is a major subject in all Diocesan schools. Taking Religion yearly is considered a graduation requirement. No student will be exempt from participating in the religious education program at any grade level.

The content of the religious education program at St. Mary of the Lakes School is the authentic teaching of Jesus Christ and His church. Formal religion classes are not the only occasion for religious instruction. Time will be provided for liturgical celebrations with student and faculty participation.

Daily prayer will be regularly scheduled along with other types of religious programs designed to foster and exemplify the faith.

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

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

### **Grade Procedures**

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

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

P-Proficient

D-Developing

E-Emerging

N-Not Yet Evident

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

O- Progress is Outstanding

G- Progress is Good

S- Progress is Satisfactory

N- Progress is Needed

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

|                |                 |                                       |
|----------------|-----------------|---------------------------------------|
| Grading Scale: | A (93%-100%)    | - Outstanding                         |
|                | B (85%-92%)     | - Good                                |
|                | C (76%-84%)     | - Satisfactory                        |
|                | D (70%-75%)     | - Needs Improvement                   |
|                | F ( $\leq$ 69%) | - Not Meeting Curriculum Expectations |

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

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

- Rubric Scale:
- 4- Progress is Outstanding
  - 3- Progress is Good
  - 2- Progress is Satisfactory
  - 1- Progress is Needed

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

Development traits:

- Exhibits Positive Attitude
- Practices Self-Control
- Respects Rights and Property
- Engages in Active Listening
- Displays Initiative
- Completes Homework Assignments

### **Homework**

Homework is an important part of our school curriculum. It should be based on the material that has been taught in school and should grow out of class work to supplement, enrich or give additional drill. Homework includes study as well as written assignments. The total amount of work assigned for homework should be based on what the average student should be able to accomplish in the following suggested times:

|            |               |
|------------|---------------|
| Grade K-2  | 10-20 Minutes |
| Grades 3-4 | 30-40 Minutes |
| Grades 5-6 | 50-60 Minutes |
| Grades 7-8 | 90 Minutes    |

### **Progress Reports**

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

### **Parent Teacher Conferences**

Scheduled conferences occur in the fall of the school year. However, we encourage parents/guardians to have conferences with teachers at any time. Any parent/guardian wishing to meet with the Principal or teacher is asked to send a written request or place a phone call to the school for an appointment. Teachers will not be able to schedule an appointment at times that could conflict with teaching or supervisory duties. Stopping at a teacher's classroom is NOT permitted nor is it appropriate to discuss a child's progress while a teacher is supervising a class during dismissal or other circumstance.

Parents/Guardians are asked not to call any staff members at their homes. Should a problem arise regarding a student, parents/guardians must first see the teacher before meeting with the Principal.

### **Report Cards**

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

### **Standardized Testing**

The Diocese of Trenton mandates that achievement tests for students 2-7 are administered in the Spring. Please do not plan vacations during this important testing time.

### **Academic Recognition**

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

All Major Subject Areas – 93%-99%

All Enrichment Class – 3 or 4

Conduct – S or O

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

#### **Johns Hopkins Talent Search**

Students in 7<sup>th</sup> and 8<sup>th</sup> grades who have scored 95% or higher on standardized achievements test in reading or mathematic concepts or have a total composite score of 95% are invited to participate in the John Hopkins Talent Search.

#### **Presidential Award**

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

#### **Graduation Requirements**

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

### **SECTION VIII- FINANCIAL POLICIES**

## **Tuition Payment Options**

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

Option 2. FACTS PAYMENT PLAN – An account is set up through FACTS and tuition payments are AUTOMATICALLY withdrawn from your account (checking or savings) on the FIFTH or TWENTIETH of the month.

The following payment plans are available:

Monthly payments, Semi Annual Payments, Quarterly Payments

If not previously enrolled in FACTS, parents must enroll through the school website.

Those families enrolled in FACTS will be automatically re-enrolled each school year.

The goal of St. Mary of the Lakes Parish is to provide a Catholic School Education to all who desire it at a reasonable cost. To apply for tuition assistance please refer to our school website for instructions. Any questions/concerns please contact the School Bookkeeper at ext. 212 or [anewbern@smlschool.org](mailto:anewbern@smlschool.org).

**APPENDIX**

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

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

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

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

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

Reporter's description of incident:

Action taken, if any, by reporter:

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

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