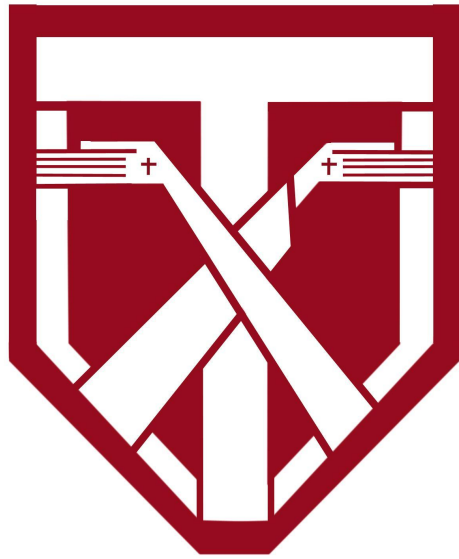


St. Margaret Regional School



Student / Parent Handbook 2026-2027

773 Third Street ♦ Woodbury Heights, NJ 08097
www.stmargarets-rs.org

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*Most Sacred Heart of Jesus,
have mercy on us!*

IMPORTANT NOTICE

The principal has the absolute discretion to interpret and apply any and all of the rules and provisions in this handbook in the manner the principal believes to be correct.

Nothing this handbook says limits the principal's authority to interpret and apply the rules.

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

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

INTRODUCTION

Catholic schools serve a vital role in the Church's mission of providing young people with a strong formation in the Faith; they have a particular goal in helping Catholic children and young people grow in faithfulness and apostolic zeal. St. Margaret Regional School is open to all who wish to learn in a Catholic environment. By our works and example, we evangelize our students, their families, and the broader school community. Since humankind is created in the image and likeness of God, all human activity is to image His likeness, and is to be undertaken in an honest and human way, always expressing the will of the Creator. Such activity includes work, sports, hobbies, social interactions, and interpersonal relationships. Catholic schools, like all human activity in which the Church participates, must reflect the faith which the Church has received from her divine founder.

CATHOLIC SCHOOL ENVIRONMENT

As a community whose primary mission is the teaching of the Faith, St. Margaret Regional School maintains an environment that is true to the teachings of the Church, and it is important that parents/guardians understand this and accept this. By choosing a Catholic school, parents/guardians recognize that they are enrolling their children in a school environment that is shaped by the teachings of the Catholic Church and governed according to those religious beliefs. Parents/guardians must accept that certain standards of behavior and comportment are expected and agree to support these standards and the mission of the school. If parents/guardians or students oppose Church teaching publicly, or in a way that disrupts or interferes with the teaching mission of the Church, they will be engaged pastorally in an attempt to resolve the differences by explaining the teaching and the reasons for the teaching, and kindly encouraging the parent/guardian or student to respect such teaching. **Parents/guardians are advised that continued opposition may result in disenrollment of the student from the school.**

HUMAN SEXUALITY

The Catholic Church teaches, “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept [his or her] sexual identity.” (Catechism of the Catholic Church, 2393). St. Margaret Regional School strives to be welcoming, respectful, and sensitive to each student’s unique needs, while always being clear about Church teachings. Because the mission of a Catholic school is to form students in the Faith, we must always be true to the teachings of that Faith, even – indeed especially – when those teachings do not suit society’s currently-popular views. Some accommodations to address particular needs may be advisable and possible, but a Catholic school cannot provide accommodations when doing so would in any way compromise the teachings of the Church or introduce confusion about its teachings.

HOME AND SCHOOL COOPERATION

It is critical that parents and guardians support the mission of our school and demonstrate a spirit of cooperation with the faculty and administration.

Parents and guardians are expected to cooperate with and uphold the policies set forth in this handbook.

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

The school reserves the right to dismiss any student whose parent or guardian refuses to cooperate with the policies established in this handbook or engages in conduct that is detrimental to the school. This includes but is not limited to following the rules for morning drop off and afternoon pick up.



Section I

General Policies

MISSION STATEMENT

Inspired by the lives of Saint Francis of Assisi and Saint Margaret Mary Alacoque, Saint Margaret Regional School strives to develop students rooted in faith, academics, and service. We create an environment that nurtures the development of the whole student from preschool to eighth grade through spiritual development and prayer, rigorous curriculum, and engaging activities, both in and out of school. We aspire to help each student realize his or her full potential as a child of God.

HISTORY

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

SCHOOL ELIGIBILITY, CURRICULUM, & ASSESSMENTS

ELIGIBILITY

St. Margaret Regional School is the parish school for Infant Jesus Parish, Woodbury Heights, and Incarnation Church, Mantua. Students from any parish or religion may apply for admittance. Students must meet the age cut-off date of Sept. 30.

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

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

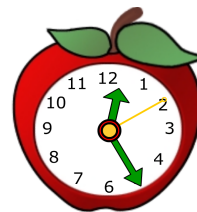
NEW STUDENT POLICY

Effective the 2025-2026 school year, the Diocese has implemented a policy that states that all new students are subject to a probationary period within the first marking period in which the child is enrolled. This aims to ensure that students are acclimating to the new school environment in a way that supports their academic as well as social-emotional growth and well-being. During this probationary period, a student's attendance, grades, and behavior are closely monitored by teachers, the school counselor, and administration. Should there be a concern with a child's adjustment in one or more of the areas identified, a conference will be held with the Principal regarding the student's enrollment status.

DAILY SCHEDULE

Grade K - 8

Faculty arrival	7:30 AM
Student arrival	7:45 AM – 8:00 AM
Students report to homeroom	7:45 AM – 8:00 AM
Prayer/Pledge of Allegiance	8:05 AM
Dismissal	2:45 PM



***A student is considered late when they arrive after 8:05 AM. Parents must walk their child to the main entrance and sign them in if arriving after 8:05 AM.**

CURRICULUM

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

RELIGIOUS EDUCATION

Of the educational programs available to the Catholic community, Catholic schools afford the fullest and best opportunity to realize the threefold purpose of Christian education among children and young people in cooperation with their parents and families. Our religious education curriculum helps our children to form a sound basis for moral and ethical decisions and helps them to acquire an understanding of their relationship with God and each other.

Some of our religious activities are:

First Friday Mass	Individual Class Mass	Food/toys/toiletries for the needy
Reconciliation	Advent Para-liturgies	Mission awareness
Lenten Para-liturgies	Rosary/May Crowning	Vocation awareness

AVAILABILITY OF THE SACRAMENTS

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

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

MISSIONS

Children are made aware of the spiritual and material needs of the foreign and domestic missions and are given the opportunity to participate in various outreach activities on behalf of the poor and needy locally and internationally. Each spring the Student Council sponsors a Mission Carnival to raise funds for the missions of the Franciscan Missionary Sisters of the Infant Jesus around the world.

FAMILY LIFE

Family life matters may be discussed in the Religion or Science classroom according to the appropriate age level of the students and the teachings of the Roman Catholic Church. **It is the parents' responsibility to speak to their children about "the facts of life"**. The Diocese of Camden has mandated that all students participate in the VIRTUS Program which helps to inform students of their right for safety and protection from adult predators or child bullies.

ACCELERATED MATH PLACEMENT

St. Margaret Regional School provides an **accelerated math program** for students in grades 5-8. The purpose of the class is to provide students who demonstrate the mathematical abilities to complete a full year of Algebra I by the end of eighth grade. Students are selected at the end of fourth grade. Selection is based on the following: math grades, diagnostic end of the year assessment, teacher recommendation, and student work habits. **Students who do not maintain a minimum B average at all times and/or cannot keep up with the pace of the course will be dismissed from the group.** **Placement in the accelerated math program is not a parental choice.** Students who previously have been enrolled in an advanced or accelerated math class at Saint Margaret Regional School or at another school must pass a diagnostic test to enter the accelerated math class after 4th grade. A student may be placed in Accelerated Math on a probationary basis after test scores and a diagnostic test have shown it may be beneficial.

The decision to admit a student to the program provided there are open seats lies with the principal.

PHYSICAL EDUCATION PROGRAM

All students are required to participate in the Physical Education program unless a written excuse from a parent or guardian is presented to the Physical Education Instructor on that particular day. If a student is to be excused for more than two classes, a written excuse from a physician must be presented to the school nurse stating the specific time period the student is to be excused.

Proper gym uniform must be worn on gym days. Points will be deducted from a child's grade for the following reasons: Improper uniform (including but not limited to sweatpants, shirt, socks, and/or shoes), lack of participation, lack of attention, unwillingness to participate in any activity prescribed as part of the physical education class. Physical Education Class also includes instruction in nutrition and health awareness.

LIBRARY

The school library is open to students in grades K-5 at a specified time during school hours. The student who signs out a book is responsible for it; that student cannot lend it to another for any reason. Library books can be kept for a week. They must be returned when due in the same condition as when issued.

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

READING MATERIAL

Children should have a book with them to read at all times. The books/magazines should be on the child's reading level. **No Nooks, Kindles or other electronic books are permitted.** Books with excessive violence, obscene language, sexual innuendoes, or matters against the Catholic faith and morals will be confiscated. **Inappropriate material in school is considered a serious offense.**

HOMEWORK

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

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



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

- *In the lower grades, if a child is slow in working and exceeds the time shown, it is better to stop and permit the child to return to the assignment later with a fresher mind.*
- *If your child requires excessive time to complete homework, contact your child's teacher, as this could indicate a particular need.*

TESTING AND EVALUATION

All students, K -8th grade, will take the Star Assessment for Math and Reading 3 times a year. These tests enable teachers to assess the strengths and weaknesses of their students and help them plan better to meet the needs of all their students throughout the school year. The progress shown on the spring Star Assessment will be used to determine if students qualify for services provided by Gloucester County Special Services School District. **Parents will receive a copy of their child's scores for each testing period following the conclusion of the testing window.**

TESTS/ASSESSMENTS

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

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

Students in grades 6-8 are given cumulative tests in January (Mid-Terms) and at the end of the school year (Final Exams) in all major subjects to determine the level of proficiency the student has achieved. Students in grade 5 are given cumulative tests in Religion and Math at the end of the year. Because these exams are cumulative, they are scored as a test and a quiz grade within the quarter. By having exams, it gives students an introduction to expectations found in high school, and college.

ALTERNATE ASSESSMENT

Student progress is also assessed through alternative means such as homework, reports, quizzes, workbook pages, oral assessment. Please check with your child's teacher to determine how alternative assessment is used and graded in your child's class as this varies from teacher to teacher. As part of the new Diocesan Curricula that are being developed, students will engage in performance assessments throughout the year in various subjects. These will be graded according to a predetermined rubric.

CHEATING

Cheating on a test is a serious compromise of a student's integrity and will not be tolerated. **If cheating is discovered, the student's work will be confiscated, a failing grade will be given automatically for that particular test, and the student will also be subject to an in-school suspension.** This also applies to anyone assisting in cheating. Copying homework, doing homework in class while it is being corrected and pretending it is complete are also forms of cheating. As such, proper measures will be taken to ensure a student's integrity is not compromised in the future. N.B: *This applies to all written assignments.*

RETENTION/SUMMER SCHOOL

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

For a student who is doing unsatisfactory work, but not failing, in two or more subjects, it is strongly recommended that they be tutored for a minimum of 20 hours in the weak subjects before being admitted into the next grade to assist the student's success.

DEFICIENCY REPORTS

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

REPORT CARDS

In keeping with the policy of the Diocese of Camden, Report Cards are issued electronically through *PowerSchool* four times a year. Parents should examine report cards carefully. An electronic form will be provided each marking period for parents to print, a document to be signed and returned to the child's teacher verifying the report card has been seen. Report cards represent a composite of daily work, home assignments, reports, and tests. The marking system has the following codes:

Major Subjects Grades 3-8

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

Minor Subjects Grades 3-8

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



Major Subjects Grades 1-2

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

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

Minor Subjects Grades 1-2

Exceeds grade level expectations	E*	*These assessment grades do not have numerical equivalents.
Passes grade level expectations	P	
Fails grade level expectations	F	

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

TECHNOLOGY and DIGITAL COMMUNICATION

INTERNET AND SOCIAL COMMUNICATION

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

The Diocese of Camden policy regarding social media use can be found by visiting this link: https://www.stmargarets-rs.org/wp-content/uploads/2024/08/Social_Media_Policy-092523-02.pdf

ACCEPTABLE USE POLICY

All parents must sign an "Acceptable Use Policy" for each child before their child will be permitted to use the internet in school. The Acceptable Use Policy is signed only once and is in effect until the child graduates or leaves St. Margaret School. No student may bring to school personal electronic devices including but not limited to tablets, laptops, iPad, Apple Watches, or the like, etc. without prior permission from the principal.

CELL PHONES / ELECTRONIC DEVICES

Cell phones are permitted for security purposes. Cell phones must be turned off and stowed in the students' school bags at all times during school hours. If a cell phone goes off in class, it will be confiscated and returned to the parent at the end of the school day. Should a second offense occur, the phone will be confiscated and returned to the parents at the end of the day along with a conference with school administration. **Students who use their phones to call, text, or email their parents or others during the school day will be subject to the same or similar consequences.** Students are not permitted to wear Apple Watches, Galaxy Watches, or any wearable device with phone or texting capabilities. **These devices are treated as cell phones and should not be worn during the school day.**

Parents should NOT be contacting students on students' personal devices directly during the school day. Should a need arise for parents to be in touch with students, parents should contact the main office to communicate any messages to their child.



SOCIAL MEDIA DISCLAIMER (*Diocese of Camden Social Media Policy*)

Thank you for being a member of our online community. As a community of faith, we strive to uphold the dignity of each and every individual. This site permits readers to post comments, although we are not responsible for the content of those comments. Opinions and views expressed in those comments reflect the thoughts of the individuals who post them and do not necessarily reflect the views of this organization. As a condition of posting comments, you agree not to post any inappropriate comments – including, but not limited to obscenities, foul language, spam, personal attacks, bashing, bullying, intimidation, harassment, verbal abuse, threats, insults, commercial solicitations, repetitive or fraudulent comments, comments irrelevant to the post under which they are written, comments which are morally objectionable, and comments which are otherwise inconsistent with Catholic teaching, and they shall not include attachments that are obscene, pornographic, or offensive. We welcome your questions and comments; however, we will not respond on this site. Please direct questions and comments to us via email at info@stmargarets-rs.org. We reserve the sole right, but are not obligated to, review, edit and/or remove any and all comments. We reserve the right to block any user who posts inappropriate comments. Links to external websites should not be interpreted as an endorsement of those organizations or the opinions of those organizations. We are not responsible for the content of external websites. Thank you for your contributions to our site and for your help in creating a courteous, safe and energetic place for discussion.

USE OF PERSONAL ACCOUNTS (*Diocese of Camden Social Media Policy*)

Any use of the name, logo, insignia or coat of arms of the Diocese/Parish/School/Affiliate must be specifically approved in writing by the Diocese/Parish/School/Affiliate prior to use. Any uses in existence at the time of adoption of this policy are not grandfathered and should be specifically authorized pursuant to this policy, and such may be revoked at any time.

UNACCEPTABLE USE OF SOCIAL MEDIA (*Diocese of Camden Social Media Policy*)

Examples of unacceptable use of social media include, but are not limited to, the following:

- Selling of goods or services for personal benefit.
- **Defaming the character of any individual or institution.**
- Divulging any personal information about children, vulnerable adults or any person that would jeopardize their safety or well-being in any way.
- Personal attacks of any kind (i.e., Transmitting material threatening to another person).
- Distribution of or to obtain inappropriate or illegal content.
- Any other use deemed inappropriate by site administrators.
- **Creating or issuing personal communications that appear to be official communication of the Diocese/Parish/School/Affiliate.**
- Attributing personal statements, opinions or beliefs to the Diocese/Parish/School/Affiliate.
- **Making statements on behalf of the Diocese/Parish/School/Affiliate specifically when not authorized to do so.**
- Transmitting or disseminating material that is defamatory, abusive, obscene, profane, sexually suggestive, pornographic, harassing, intimidating, threatening, racially offensive, illegal, fraudulent, or otherwise inappropriate.
- **Using organizational sites or accounts for purposes unrelated to your organizational duties or in an unprofessional manner.**
- Disclosing confidential information except as necessary for valid work purposes. Confidential information includes all information that is not generally available to the public, including but not limited to, financial information, and/or personnel files.
- Phishing or appearing as another person/entity to sully a reputation or for personal gain.
- Creating, transmitting or introducing computer viruses.
- Violating copyright laws, including the acquisition, use or distribution of pirated software.
- Deliberately trying to degrade or disrupt system performance.
- Political activity.
- Violating any local, state or federal rule or regulation.
- Initiating or responding to 1:1 contact between an adult and a minor.

COUNSELING SERVICES and SPECIAL SERVICES

COUNSELING

St. Margaret Regional School has a full-time school counselor who is available to meet with any student in grades Pre-K through 8th grade throughout the school year. The school counselor has an open-door policy for students, and they may meet throughout the day as long as they have permission from their teacher to leave the classroom. Teachers may also request to have a child meet with the school counselor for any concern during the school day.

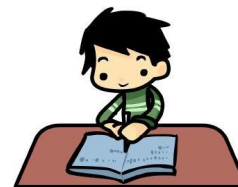
If the school counselor deems it necessary, parent contact will be made following a meeting with a student.

Parent contact will always be made in any instance of student harm to self or others. Parents may also request, in writing, to have their child meet with the school counselor for any **school-based** academic or social need. The school counselor can also provide recommendations to families for outside services from local agencies for any specialized needs for their child. Parents with any questions or concerns are welcome to contact the school counselor by calling the main office during the school day.

SPECIAL SERVICES

Children may also receive the following services if they qualify:

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



CHILD STUDY TEAM

As an outcome of our philosophy, it is at times necessary for a teacher to recommend evaluation of a child for academic and/or social, emotional reasons that impact a child's academics. No one can predict the future, but experience is the best indicator that early assessment of possible problem areas does help most children for whom it is suggested. Children recommended for a Child Study Team evaluation, whether by teacher or parent referral, will complete paperwork that is processed through Gloucester County Special Services School District (GCSSSD).

Students identified as eligible for Child Study Team testing will be evaluated during a 90-day process which concludes with a meeting where a determination of qualification for services will be discussed with parents / guardians, GCSSSD staff, the school counselor, and your child's homeroom teacher. Students eligible to receive special education services will have an Individualized Services Plan created for them. Service Plans outline the modifications or accommodations that can be reasonably provided by the school to foster a successful learning environment for that child. **To request an evaluation, parents can contact their child's teacher or the school counselor.**

CONFERENCES and CLASS PLACEMENT

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are held to develop a greater understanding of all the children and to aid their growth by mutual effort and sharing of ideas. Conferences are scheduled during each academic year, typically in the Fall (See the school calendar for dates). Additional conferences may be scheduled throughout the year at the request of the parent or teacher as needed.

APPOINTMENTS WITH SCHOOL STAFF

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

Appointments for a conference with school staff members or administration may be made through the main office.

The chain of command is as follows: Teacher ☐ Principal ☐ Pastor ☐ Diocese. **Please address your concerns to the teacher first if the matter involves classroom situations.**

Visitors and parents are not permitted to enter the corridors or the classrooms without stopping in the office first to sign in and acquire a visitor's badge, regardless of their purpose or intention. This includes room parents or other volunteers. To sign in and obtain a visitor's badge, as well as to sign out, ALL visitors, regardless of purpose or intention, must stop at the front office.. Individuals will be required to enter their name and purpose of their visit, along with location for their building visit.

Visitors should go to the predetermined location ONLY. A VISITOR SHOULD NEVER GO TO A CLASSROOM OR OTHER AREA OF THE SCHOOL WITHOUT PROPER CLEARANCE. This is a safety issue for everyone in the building. Failure to comply with this very important regulation may result in dismissal from the school.

CLASS PLACEMENT

Parents may not request a specific teacher or particular students to be in their child's class. Great consideration and effort are placed on class assignment for each child. Factors such as academic need, social-emotional wellness, classroom adaptability, and historical data are all details observed and considered when making the decision to place a child in a particular homeroom. **Once class lists are published, all placements are final.**

BULLYING, HARASSMENT, and VIOLENCE

BULLYING / CYBERBULLYING

Bullying is a purposeful, repeated offense that includes an imbalance of power between the offender and the receiver. The exception to this is if the offender targets an unchangeable characteristic of the receiver such as gender, race, or other physical / intellectual attribute. Bullying is not tolerated under any circumstance within our school. The school utilizes the Olweus Bullying Prevention Program in grades K-8 to help provide guidelines in bullying prevention and response. **It is important that parents help their child understand the distinction among rude, mean, and bullying behaviors.** Incidences of reported bullying are documented in an incident report, which outlines consequences for each offense. They are as follows: First offense – verbal warning, Second offense – lunch detention and parent contact, and Third offense – after-school detention and parent contact. **Depending upon the seriousness of the offense, consequences may be issued at the discretion of the School Principal. Parents or students who make reports of bullying behavior must provide the names of all students involved for a proper investigation to take place.**

Cyberbullying is when students are utilizing digital means to create an imbalance of power between the offender and receiver. This can include text messages, emails, and/or social media posts. **School administration will only address cyberbullying matters when there is a direct and adverse impact to a student's school day, otherwise, it is the responsibility of the parents to address such matters.** For instances of cyberbullying that necessitate school involvement, a screenshot of the offending behavior must also be provided to school administration.

HARASSMENT

Harassment is a form of bullying. It is behavior or words, spoken or written, that are considered **offensive to the person at whom they are directed.** The behavior or words may be repeated or on a one-time basis; are uninvited, unwanted, and unwelcome. Harassment causes a person to feel uncomfortable and creates an environment that makes learning difficult or impossible.

Harassment is unfair, disrespectful and has no place in any Catholic school in the Diocese of Camden. The first reported offense of harassment will result in a conference, a warning, and an incident report; the second offense will result in detention, a parent conference, and an incident report; the third offense will result in an in-school suspension.

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

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

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

Students receive VIRTUS Training: *Teaching Boundaries and Safety* appropriate to their age level in kindergarten through 8th grades. This is to assist the child in recognizing and report abuse. These lessons occur during the spring and are facilitated by the classroom teacher and school counselor. Parents are provided written notification about these lessons ahead of their scheduled date.

VIOLENCE

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

SEARCH

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

DISMISSAL

Three suspensions in the course of one year form grounds for dismissal. An expulsion hearing will take place after the third suspension. Weapons and/or drugs in school are serious offenses which must be reported to the local authorities and are cause for **immediate expulsion.**

ATTENDANCE POLICY

"It is the duty of the principal and the teachers to insist on regular attendance. The loss of even one day is detrimental to the pupil's progress." (Diocesan School Board, 1976).

SCHOOL HOURS

Classes begin at St. Margaret Regional School with morning prayer at 8:05 AM and end at 2:45 PM. **Children should arrive no later than 8:05 AM.** Late-comers must stop in the school office for a late slip and be signed in for the day by their parent. Students are not allowed to enter the classroom without a late-slip from the office or a doctor's note. **A student is considered late if he/she is not in the front door by 8:05 AM.**

Students arriving at or after 8:05 AM must be signed in by their parent at the front office. Parents will need to park their vehicle, escort their child to the main office, and utilize the sign-in book to ensure their child's attendance is counted for the day.

Dismissal for children is 2:45 PM. It is expected that students leave the building each day with all of the materials they need to complete their homework. **Students are not permitted to return to the building after they are dismissed for the afternoon to retrieve items they left behind such as textbooks or homework.**

ABSENTEEISM

Parents are required to **send a written or electronic note** to the child's teacher explaining the reason for an absence. Excessive **absenteeism of a student from school is considered to be a very serious matter which may inhibit the student learning process**. Parents of students with excessive absences will receive a written notification from school administration.

Absenteeism occurs when any student is absent from school for a prolonged period of time which has not been previously approved by the school principal. **Family vacations are never approved during school days**. The parents of students who have missed **10 or more cumulative days of school** within the school year will be notified in the following matter:

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

Any child who is not in school, for whatever reason, is absent. A child is marked late who arrives at school between 8:05 AM and 10:30 AM. Any child who enters school after 10:30 AM is considered absent for the morning session (1/2 day absent). Any child who leaves school before 12:30 PM is considered absent for the afternoon. Only those students whose parents call reporting an illness and present a note will be permitted to make up tests missed.

- Following an absence, a student must present a note (hard copy or electronic) of explanation to the teacher. This note is to be written and signed by the parent or guardian.
- On the first day of absence a parent or guardian is requested to phone the school office before 9:00 AM at 845-5200. A note or email to the teacher, as well as to the main office is required even though a phone call has been made. **Failure to send in a note or make a phone call for an absence results in an unexcused absence.**
- When pupils are absent because of a communicable or infectious disease, a note or re-admission slip from a physician should accompany the pupil.
- It is the child and his/her parents' responsibility to see that work missed during an absence due to illness is made up within a week of his/her return to school.
- When a student is absent due to illness, the teacher may provide missed assignments on the 3rd day of absence. Otherwise the student can make up missed work when they return.
- **Permission for a child to leave the school before the closing of the class requires a note explaining the reason. Appointments of any kind should not be made during school time unless there is absolutely no other alternative.**

Parents that pick-up children prior to regular dismissal time must have a reason for the TEMPORARY early release of students and must provide documentation to justify the need to have their child miss a portion of their school day.

Long term absenteeism, i.e., 10 **consecutive** school days for medical reasons requires that the school arrange for homebound instruction under Chapter 192.

N.B. An unexcused absence occurs when a child returns to school without either a written note or email. For reasons of safety, parents MUST call the school to report their child absent. Students with excessive unexcused absences may be refused admission to St. Margaret School for the following scholastic year as this would suggest non-compliance with school rules.

LATENESS

Students are expected to arrive at school by 8:05AM. Students who arrive after this time disrupt the entire class and must "catch up" with the rest of the class.

Students arriving after 8:05 AM must be signed in by their parent at the front office sign-in book. Parents will need to park their vehicle, escort their child to the main office, and utilize the sign-in book to ensure their child's attendance is counted for the day.

Students will receive a detention after three latenesses within one marking period. A morning detention may be assigned if necessary.

After 6 latenesses within one marking period, students and parents will be subject to a conference with school administration to develop an attendance improvement plan to help parents fulfill the responsibility of getting their child(ren) to school on time. An excessive number of latenesses throughout the year may result in dismissal from the school since this would suggest non-compliance with school rules.

VACATIONS

New Jersey State law requires students to attend school for 180 days, from September to June unless the child is sick. **Teachers are not required to give advanced work. If a family leaves school for a vacation, any make-up work or tests must be completed within three days upon return.** Requests for more time may not be honored.

SCHOOL ACTIVITIES

ATHLETICS

Athletics are an integral part of the educational process and should be enjoyed by as many of the children at our school as possible. However, athletics are not the be all and end all of life. The Athletic Program of the Parish is to build good sportsmanship and respect, as well as skill. Guidelines are established for all students participating in the athletic parish program. Students **must** have some type of medical insurance in order for a child to participate in the parish sports program. Students must present the **Pre-participation Physical Evaluation** form obtained at the sports registration prior to practice or playing a sport. Parents must read the *Concussion Fact Sheet* and *Sudden Cardiac Death in Young Athletes* handout and sign that they have done so. These forms **MUST** be presented to the school nurse prior to the start of the season.

ELIGIBILITY STANDARDS

Age/Grade

Participants are to be in the fourth to eighth grade (3-8 for Track) and may not have reached their 15th birthday prior to October 1st of the current school year.

Academic Eligibility

Students who do not maintain at least a "C" average in every major subject during the school year may not participate in the Athletic Program. Eligibility will be determined each marking period by report card grades.

Reinstatement will be determined midway through the marking period. Students will be suspended from a sport if grade averages drop below a "C" at the end of each marking period. **It is imperative that all parents and coaches abide by this decision.**

Coaches are required to:

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

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

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

CLASS TRIPS

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

Class trips are taken only with the permission of the parent/guardian. Class trips are expected to be an experience for students that is enriching, with locations and activities to be endeavors that provide an educational opportunity while rooted in the tenets of our Catholic faith. Students should come away from class trips with not only a greater knowledge, but a deeper spiritual connection. When such trips are being planned, permission slips will be sent home to be signed by the parent/guardian. If a student has a special health need, parents should contact the teacher well in advance.

Class trips are not family outings. Chaperones may not bring younger siblings along on trips. Not all parents will be asked to help as chaperones and must abide by the teacher's decisions.

Parents may not follow or join the group for safety and liability reasons (i.e., child running across the parking lot to meet parents, taking a child from the group, etc.).

Any parents who fail to follow these directives will be banned from chaperoning class trips in the future.

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

Parents are NOT permitted to sign out siblings early if the class trip they are chaperoning returns to school ahead of dismissal time. Early release of non-grade level siblings causes a significant disruption to the educational environment and school day.

CHAPERONES

The responsibility of a chaperone is to assist the teachers and accompany students throughout the trip to ensure their safety and compliance with the itinerary. The consumption of alcohol of any kind while chaperoning a class trip is strictly prohibited.

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

OTHER ACTIVITIES

- | | | |
|--|--|---------------------------|
| • Mission Carnival | • Yearbook | • Santa's Workshop |
| • Student Council (8 th gr. only) | • Academic Awards (8 th gr. Only) | • Altar Servers |
| • May Crowning | • Christmas Program | • Mass Choir (grades 5-8) |
| • Science Expo or Social Studies Fair | • Band (grades 3-8) | |
| • Saints Studio (TV / AV Club) (grades 6-8) | • Drama Club (grades 4-8) | |

HEALTH PROGRAM

The school nurse is here to help you and your child. If the student has any problem or you are concerned about something that affects the physical well-being of your child, please do not hesitate to call the school nurse. If the student has any problem or you are concerned about something that affects the emotional well-being of your child, please do not hesitate to contact the school counselor.

Please keep the nurse informed of unusual illness and new immunizations.

ALLERGIES

Food allergies are becoming more prevalent. We ask that all parents instill in their child the delicate balance between the Christian desire to share and the need for safety by not sharing food. **We request that parents be sensitive to the needs of the children who have food allergies and abide by any rules that may be instituted for a particular classroom. Many of these allergies can be life-threatening. Thank you for your cooperation.**

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

Please inform your child’s teacher as soon as possible if your child has any type of food allergy that needs to be monitored in the classroom especially in the lower grades where snack time is permitted.

PHYSICALS

Yearly physical and dental exams are strongly advised for all students. Those students from 6th-8th grade participating in the sports programs are required to have a yearly physical and have the appropriate forms signed by the physician. Parents should be made aware of and sign forms indicating they have read *Sudden Cardiac Death in Young Athletes* as well as *Sports-related Concussion and Head Injuries*. Information will be provided by the school and can be obtained on the SMS website.

SCREENING PROCEDURES

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



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

MEDICATION POLICY

The distribution of medication in school is discouraged. If it becomes necessary, please send only enough for school administration in the **original pharmacy container**. **Include a signed note from the parent giving permission to administer medication and a note from the doctor requesting the medication to be distributed. Medication cannot be distributed without both notes.** Physician medication order forms are provided by the nurse. A student on long-term daily medication will provide the school with a written note from the physician detailing the diagnosis, name of drug, dosage, and time to be given. Contact the school nurse for special needs.

Students may not carry over the counter or prescription medicine to school. This is against NJ State law and subjects children to possible criminal juvenile records and expulsion from school.

EMERGENCIES

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

In case of extreme emergencies 911 will be called. The ambulance service transports students to the nearest hospital only. Parents will meet their child in the emergency room. An administrator or faculty member will accompany the child if the parent is unavailable at the time.

STUDENT ACCIDENT INSURANCE

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

ILLNESS

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

- **Strep Throat** - on antibiotic(s) 24-48 hours before returning to school.

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



INTEGRATED PEST MANAGEMENT STATEMENT

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

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

GENERAL INFORMATION

RE-REGISTRATION

Re-Registrations are accepted from November until March for the following school year and are handled through Final Site. **If a family does not re-register within the allotted time, the students will be placed on a waiting list and their seat may be given away.** A student is not re-registered until the re-registration process is completed **AND re-registration fee is paid in full.** Delay in paying the re-registration fee may result in students being put on the waiting list. **All re-registration fees are non-refundable and non-transferable.**

The following documents/items are necessary when registering a new student:

- Birth Certificate (**official copy from the state**)
- Baptismal Certificate (if applicable)
- Immunization record
- Registration fee (**Registration fee is non-refundable and non-transferable**)
- Transfer slip from school attended (1 – 8)
 - o **All children admitted to Kindergarten must be five years of age by September 30**
 - o **All children admitted to Pre-School must be four years of age by September 30**
 - o Parents wishing to transfer children into St. Margaret School must present academic records such as report cards and Standardized test results. These are necessary in order to help determine if the child will be able to adjust to a Catholic School environment. We generally do not accept new students into the 6th-8th grades without being interviewed by the principal.
 - o **Once a student withdraws from St. Margaret Regional School prior to graduation, for reasons other than moving to another area, they are not typically re-admitted into the school.**



TUITION/BOOK FEE/FINANCIAL MATTERS

Tuition and registration fees are established by the Diocese. Students are not officially enrolled until the re-registration fee is paid in full. Families are also charged a one-time technology fee that is distributed in August, to be paid with the first tuition payment for the school year. This fee is **per student** and helps in offsetting costs for our school-wide technology needs and upgrades, including our network, hardware, software, and needs for our classrooms and research lab.

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

If a family's full obligation is not met prior to the end of the school year, the students will not be allowed to return. For assistance or problems with the **FACTS Tuition Company**, please call the FACTS 866-441-4637. For tuition assistance, please contact the principal.

TRANSFER

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

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

LUNCH PROGRAM

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

St. Margaret Regional School utilizes Duke Catering as the Lunch Program on a daily basis. Menus and ordering information can be accessed online. Lunch orders must be placed online, and families must create an account using the link to the ordering system that is provided by the Duke Catering staff. A variety of beverages and snacks are offered during lunch as well. See the monthly menu. Any questions or comments can be directed to dukecatering@comcast.net or call 856-986 4512.

BOOKS AND SCHOOLBAGS

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

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

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

CHANGE OF ADDRESS, PHONE, ETC.

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

SCHOOL SUPPLIES

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

COMMUNICATION/CALENDAR

One of our means of communication to parents is the seasonal calendars and newsletters which are sent electronically and posted on the web site, www.stmargarets-rs.org. Also, pertinent information is often sent via e-mail. Hardcopy notices may be given one per family, usually to the youngest child. All reply notices must be returned to school.

LOST AND FOUND

Lost articles should be reported immediately to the school office. Found articles are to be left at the school office. Items that have not been claimed after a week will be disposed of or donated to the needy.



WEATHER EMERGENCIES

St. Margaret School generally follows township schools for weather related school closings. The first line of communication of an emergency closing due to weather or other emergencies will be given through the **School Facebook page**. **All contacts listed in Power School will automatically receive an email and automated phone call when a school-wide emergency announcement is made. Parents are strongly encouraged to sign up for the classroom REMIND app.** Parents can also check the school website. We ask parents to use good judgment regarding conditions in their individual areas and not jeopardize the safety of their children. In the event that school should have to close early due to inclement weather or any other emergency situation that may arise, the school office will notify parents by sending an e-mail from the Main Office, sending a REMIND message, posting on the Facebook site, and posting on our school's website. Students will be sent home by regular means unless otherwise specified. In case of inclement weather, check the website or your phone for updates. If it is a non-weather emergency the school will attempt to call parents or a child's emergency contact person. **Parents should speak to their child about what to do in case school must close early.**

FIRE/ EMERGENCY DRILLS

As required by New Jersey State Law, two emergency drills are scheduled each month. One must be a fire drill, the other must be some type of emergency drill such as a lock down, tornado, reverse evacuation, etc. **Silence** must be observed during this practice which is to be taken seriously by the students. Parents will be notified when an emergency drill is conducted as per the New Jersey law.

EMERGENCY MANAGEMENT PLANS

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

BEFORE AND AFTER SCHOOL CARE

Our Before-Care and After-School Program is provided for students of working parents. Students must obey school rules during this time. Hours are 7:00-7:45 AM and 2:45 - 6:00 PM. Parents will receive advanced notification if there are any changes in the After Care hours. **There is no After Care on early dismissal days.** Parents must register their children and pay the initial fee before their child can attend After Care. **A late fee is charged to parents who pick up their child after 6:00PM.**

Section II

Parent Policies

GENERAL PARENT POLICIES

PARENTS' RESPONSIBILITY

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

Parents can assist our educational partnership by:

1. **Attending weekly Mass and significant religious services with their children**
2. Assisting their children in academic and moral development by reviewing report cards carefully, supervising home study, **living according to Christian moral tenets**, and cooperating with the school concerning activities, recreation, and discipline
3. Assisting their children in learning how to treat others (children and adults) in a way that is loving, kind, respectful, and courteous.
4. Talking about school with their children
5. Providing a suitable time and place for homework
6. **Monitoring television viewing, cell phones and video games**
7. Reading aloud to children
8. Attending school programs with children
9. Sharing hobbies and interests with children
10. Trying to discover the children's interests and talents so they can be developed in cooperation with classroom teachers
11. **Allowing a child to accept consequences for poor behavior, rather than defending a child's behavior**
12. **Sending children to school regularly and on time**
13. Communicating **with the school** any changes to student attendance.
**Parents may not contact their children via their child's personal device during the school day. Students are not permitted to use their cell phone during school hours, and smart watch devices are not permitted on school grounds.*
14. Keeping sick children home
15. **Supporting a teacher's policies**
16. Helping children to cope with imperfections in themselves and others
17. **Teaching children that a certain amount of stress is a normal life experience and how to manage it**

SOCIAL MEDIA and DIGITAL COMMUNICATION

PARENT SOCIAL MEDIA USE

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

The Diocese of Camden policy regarding social media use can be found by visiting this link: https://www.stmargarets-rs.org/wp-content/uploads/2024/08/Social_Media_Policy-092523-02.pdf

SOCIAL MEDIA DISCLAIMER (*Diocese of Camden Social Media Policy*)

Thank you for being a member of our online community. As a community of faith, we strive to uphold the dignity of each and every individual. This site permits readers to post comments, although we are not responsible for the content of those comments. Opinions and views expressed in those comments reflect the thoughts of the individuals who post them and do not necessarily reflect the views of this organization. As a condition of posting comments, you agree not to post any inappropriate comments – including, but not limited to obscenities, foul language, spam, personal attacks, bashing, bullying, intimidation, harassment, verbal abuse, threats, insults, commercial solicitations, repetitive or fraudulent comments, comments irrelevant to the post under which they are written, comments which are morally objectionable, and comments which are otherwise inconsistent with Catholic teaching, and they shall not include attachments that are obscene, pornographic, or offensive. We welcome your questions and comments; however, we will not respond on this site. Please direct questions and comments to us via email at

info@stmargarets-rs.org. We reserve the sole right, but are not obligated to, review, edit and/or remove any and all comments. We reserve the right to block any user who posts inappropriate comments. Links to external websites should not be interpreted as an endorsement of those organizations or the opinions of those organizations. We are not responsible for the content of external websites. Thank you for your contributions to our site and for your help in creating a courteous, safe and energetic place for discussion.

USE OF PERSONAL ACCOUNTS (*Diocese of Camden Social Media Policy*)

Any use of the name, logo, insignia or coat of arms of the Diocese/Parish/School/Affiliate must be specifically approved in writing by the Diocese/Parish/School/Affiliate prior to use. Any uses in existence at the time of adoption of this policy are not grandfathered and should be specifically authorized pursuant to this policy, and such may be revoked at any time.

UNACCEPTABLE USE OF SOCIAL MEDIA (*Diocese of Camden Social Media Policy*)

Examples of unacceptable use of social media include, but are not limited to, the following:

- Selling of goods or services for personal benefit.
- **Defaming the character of any individual or institution.**
- Divulging any personal information about children, vulnerable adults or any person that would jeopardize their safety or well-being in any way.
- Personal attacks of any kind. e. Transmitting material threatening to another person.
- Distribution of or to obtain inappropriate or illegal content.
- Any other use deemed inappropriate by site administrators.
- **Creating or issuing personal communications that appear to be official communication of the Diocese/Parish/School/Affiliate.**
- Attributing personal statements, opinions or beliefs to the Diocese/Parish/School/Affiliate.
- **Making statements on behalf of the Diocese/Parish/School/Affiliate specifically when not authorized to do so.**
- Transmitting or disseminating material that is defamatory, abusive, obscene, profane, sexually suggestive, pornographic, harassing, intimidating, threatening, racially offensive, illegal, fraudulent, or otherwise inappropriate.
- **Using organizational sites or accounts for purposes unrelated to your organizational duties or in an unprofessional manner.**
- Disclosing confidential information except as necessary for valid work purposes. Confidential information includes all information that is not generally available to the public, including but not limited to, financial information, and/or personnel files.
- Phishing or appearing as another person/entity to sully a reputation or for personal gain.
- Creating, transmitting or introducing computer viruses.
- Violating copyright laws, including the acquisition, use or distribution of pirated software.
- Deliberately trying to degrade or disrupt system performance.
- Political activity.
- Violating any local, state or federal rule or regulation.
- Initiating or responding to 1:1 contact between an adult and a minor.

CELL PHONES / ELECTRONIC DEVICES

Cell phones are permitted for security purposes. Cell phones must be turned off and stowed in the students' school bags at all times during school hours.

Parents should NOT be contacting students on students' personal devices directly during the school day. Should a need arise for parents to be in touch with students, parents should contact the main office to communicate any messages to their child. ***Students are not permitted to use their cell phone during school hours, and smart watch devices are not permitted on school grounds.***

COACHING

COACHING RESPONSIBILITIES

Coaches are required to:

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

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

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

VOLUNTEERING

There are many ways for parents to engage in our school community and volunteer for various committees. Room Parents and Dads Club are two parent clubs that support our school initiatives. **Kindly note, there is a selection process to be a Room Parent.** We also have a Grand-Club for grandparents of our students.

Saint Margaret Regional School has been a thriving community for over 60 years because of the dedication of our parent volunteers. We host several fun community events and fundraising events. Each event has its own volunteer committee. Parents are invited to join the committees that help plan and run each event. Parents can sign up for committees electronically on either Sign Up Genius or through Google Forms. (whichever is utilized for the different events). Your time and talent are a great help to our planning committees and any amount of time you can serve is greatly appreciated. **All Saint Margaret Regional School volunteers MUST have updated volunteer credentials on file in the main office to serve on any of our volunteer committees. Credentials include federal fingerprinting (using our Saint Margaret Regional School volunteer code) and Virtus Training Certification.**

Training dates for Virtus can be obtained by contacting the school office. All volunteer requests will be screened and vetted for clearance. **For questions regarding fingerprinting or Virtus clearance, please contact Mrs. Jackie Benson in the main office.**

Section III

Student Policies

CODE OF CONDUCT

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



STUDENT RESPONSIBILITIES

STUDENTS ARE REQUIRED:

1. **To obey all classroom and school rules**
2. To attend all classes and to actively participate
3. To do all work assigned by the teacher, both in the classroom and at home
4. To return, on time, any assignments issued by the principal or the teacher
5. **To address all teachers, staff, and any visitors to the school with due respect**
6. **To dress according to the school uniform code**
7. **To treat fellow students with Christian love and respect**
8. **To utilize any electronic devices or social media respectfully and responsibly**
9. To move about the school, including entering and leaving, in an orderly and organized manner
10. To observe the rules of the library
11. To remain on school property from time of arrival in the morning until time of dismissal
12. **To obey bus safety rules**
13. To attend any detention issued
14. To report to the office when tardy before going to class
15. To hand in all messages sent into school by parents/guardians
16. To accept responsibility for their personal belongings
17. **To have respect for property belonging to others and to the school**
18. To do their part to assure that the lavatory facilities are left neat and clean.
19. To keep books/book covers neat and clean
20. To have a good book to read at all times
21. **To accept responsibility for their behavior at all times**

STUDENT BEHAVIOR EXPECTATIONS and CONSEQUENCES

ON THE PLAYGROUND

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

SCHOOL BUS BEHAVIOR

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

The following regulations must be observed:

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



Poor and disruptive behavior will be punished by the manner listed below or by suspension or expulsion, depending on the seriousness of the violation. Disruptive behavior on a school bus consists of the following: loud or boisterous talking or singing, profanity, vulgarity, disobedience or impudent remarks to the bus driver/aide, smoking, fighting, bullying or annoying another pupil in any manner or by any means, eating, depositing paper or litter in the school bus, defacement or destruction of the school bus or equipment, or the neighborhood, projecting any part of the body or any object through the windows and negligence or refusal of a pupil to sit in the seat assigned by the bus driver.

- a. **First Bus Offense:** Bus report will be sent to parents stating the date and nature of the offense and a warning.
 - b. **Second Bus Offense:** Three-day bus riding suspension
 - c. **Third Bus Offense:** Riding privileges are removed for the remainder of the year.
- N.B:** *Detentions may also be given according to the offense on the bus.*

The following offenses will warrant immediate suspension from riding the school bus for 3 days and an in-school suspension:

- Fighting or cursing
- Flagrant disrespect to bus driver

Children are NOT permitted to ride the bus if they are not assigned to the bus. Permission for this cannot be given through the school office because this is the busing authority's rule.

CELL PHONES / ELECTRONIC DEVICES

Cell phones are permitted for security purposes. **Cell phones must be turned off and stowed in the students' school bags at all times during school hours.** If a cell phone goes off in class, it will be confiscated and **returned to the parent.** Should a second offense occur, the phone will be confiscated and returned to the parent. **Students who use their phones to call, text, or email their parents or others during the school day will be subject to the same or similar consequences.** Students are not permitted to wear Apple Watches, Galaxy Watches, or any wearable device with phone or texting capabilities. **These devices are treated as cell phones and should not be worn during the school day.**

Parents should NOT be contacting students on students' personal devices directly during the school day.

Should a need arise for parents to be in touch with students, parents should contact the main office to communicate any messages to their child. ***Students are not permitted to use their cell phone during school hours, and smart watch devices are not permitted on school grounds.***

SUSPENSION

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

SCHOOL DISCIPLINE GUIDE

St. Margaret Regional School	Discipline chart
MINOR VIOLATIONS	DEMERITS
Uniform Violation	1
Chewing Gum	1
Having cell phone out in class	2
Rough Behavior on Playground	2
Play Fighting	2
Food/drink in class	2
Talking during prayers/drills	2
Throwing Food/Objects	3
Inappropriate Language	2 or 3
Inappropriate Behavior	2 or 3
Disruptive Class Behavior/Class Disturbance	2 or 3
Repeated lateness to class/school	3
Misbehavior in Church	3
Name Calling or Teasing	4 & Incident report
Misuse of Cell Phones/Smart watches / Personal Electronic Devices in School	5 & Consequence dependent on severity/content
Plagiarism / Cheating (5th-8th grade)	5 & Redo assignment & Zero on assignment
Other	Adm. discretion
5 DEMERITS=LUNCH AND RECESS DETENTION	Each additional 5 demerits will result in the same

MAJOR VIOLATIONS	DEMERITS	CONSEQUENCE		
	Incident report filed	1st offense	2nd offense	3rd offense
Defiance / Gross Disrespect of School Authority	10+	ISS	OSS / Parent conference	Expulsion hearing SMRS
Damage to School Property	10+	ISS	OSS / Parent conference	Expulsion hearing SMRS
Physical violation (punching, fighting)	10+	ISS	OSS / Parent conference	Expulsion hearing SMRS
Threatening another person	10+	ISS	OSS / Parent conference	Expulsion hearing SMRS
Stealing	10+	ISS	OSS / Parent conference	Expulsion hearing SMRS

*In the rare event of serious student misconduct, police may be notified and an expulsion hearing will be held. These are instances of arson, false alarms, bomb threats, assault on a student or staff member, possession of alcohol / drugs, and/or possession of a weapon.

UNIFORM AND GROOMING CODES

School Uniforms at St. Margaret School are as follows:

Regular (Winter) Uniform

Girls Grades K-5

Maroon plaid jumper
White long or short sleeve blouses/peter pan collar
Maroon or white **knee-high socks** or tights
Sweater/optional (must be uniform cardigan sweater)
Tie oxford shoe or Mary Jane, black.
*No heels, platforms or ballerina shoes

Girls Grades 6-8

Plaid skort with pleats
White shirt/button down collar
Maroon pullover sweater or vest (must be uniform sweater)
White or maroon knee socks or tights
Tie oxford shoe, black.
*No heels, platforms or ballerina shoes



FOR ALL THE GIRLS

Uniforms should not be shorter than just above the knee and fit properly.

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

The following make-up is NOT PERMITTED on ANY K-8 student: eye make-up (including mascara and fake eyelashes), fingernail polish, fake nails, sculptured nails, or lipstick. Extreme hairstyles are not permitted which includes but are not limited to: dying or streaking hair in unnatural colors such as pink, blue, green, etc., or have flamboyant hair styles. **NO HAIR BANDS OR HEADWEAR THAT ARE EXTREME OR DISTRACTING TO THE WEARER OR ANYONE ELSE INCLUDING BUT NOT LIMITED TO CAT EARS OR UNICORNS.** One ring may be worn as well as one necklace and one bracelet. Post earrings only for girls - one per ear. Boys may not wear earrings. Wearing nose rings or studs are not allowed.

Out of courtesy for those who suffer from allergies no hair spray or strong perfume may be worn. No tattoos, temporary or permanent.

These regulations apply to students in ALL grades including Kindergarten.

Boys Grades K-8

Oxford gray pants (K-5)
Dark Charcoal grey relax-fit dress slacks (gr.6-8)
White long or short sleeve shirts
Maroon plaid tie
Maroon V neck sweater (long sleeve or vest with logo)
Black tie Oxford shoe
Black or gray dress trouser socks
Belt, black (kindergarten need not wear the belt)

FOR ALL THE BOYS

No corduroy pants, jeans, jean-type pants. Pants must be pulled up to the waist. Shirts must be long enough to be properly tucked in.

Extreme hairstyles including lines or designs shaved in the hair are not permitted. Hair must always be neat and trimmed out of the eyes and off the shirt collar. Earrings and tattoos of any kind are prohibited.

ALL STUDENTS- OPTIONAL**September-October / May- June****Boys:** Gray walking shorts**K-5 Girls:** Gray uniform skort**6-8 Girls:** Maroon plaid skort (kilt)**Girls:** Golf Shirt –maroon, ribbed band**Boys:** Golf Shirt- maroon, monogrammed**Socks:** **K-5 Girls-** White short cut socks, ¼ cut or anklets**6-8 Girls-** White anklets, white or maroon knee socks or tights**Boys-** Black short cut socks, ¼ cut or anklets**Black tie Oxford shoes** (No sneakers)**GYM UNIFORM - All Grades****September - June**

Sweatpants (maroon uniform shorts in Sept., May & June)

Uniform t-shirt

White Socks, Sneakers (Sweatshirt is optional)**N.B: Sweatpants are maroon with the name of St. Margaret School on the pant leg.****ALL STUDENTS**

Violations of the dress code will be noted on the report card under General Conduct, i.e., should follow directions and should respect authority. Common violations include incorrect socks, no belt, shirt not tucked in, improper shoes, short uniform etc. **Students are not to flatten or alter their uniform shoes into the form of “clogs.” Crocs are NOT permitted on non-casual clothes days.**

During SUMMER UNIFORM ONLY, students are permitted to wear the St. Margaret uniform sweatshirt, Spirit Wear sweatshirt, or uniform sweater indoors during the school day. During Winter Uniform, students may only wear the uniform long-sleeved sweater or sweater vest when indoors.

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

The official uniform company:

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

CASUAL CLOTHES

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

Modesty – girls

- pants may not be tight or too short (such as yoga pants or leggings)
- no shoulders showing or low-cut shirts or blouses

Modesty – boys

- pants may not be tight or too short

Section IV

Transportation

AREA OF THE LOT OR ACROSS THE STREET. This is for safety purposes. **Violators will face consequences for not abiding by school dismissal policies.**

BICYCLE RIDERS

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

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

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

WALKING

Children who walk to/from school must obey the rules for pedestrians. For your child's safety, this includes crossing the street at the corner and walking against the traffic, using sidewalks wherever they are provided. Walkers are dismissed after the car line has gone.

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

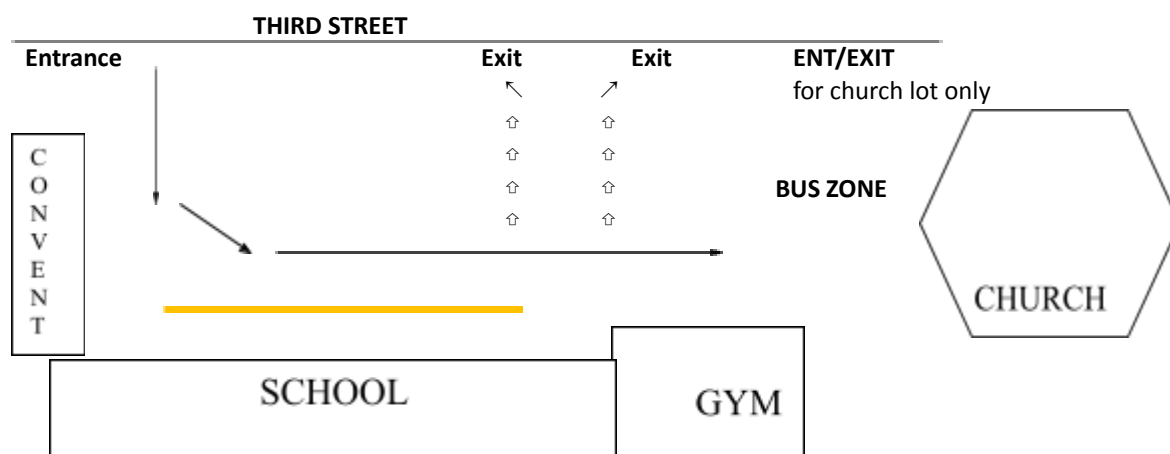
DROP-OFF and PICK-UP PROCEDURES

MORNING DROP-OFF

Supervision of students begins at 7:45 AM.

PROCEDURE: Cars enter the parking lot using the first entrance on Third Street. Vehicles will pull up parallel to the main building in two lines, allowing students to exit cars from the **right side only**. Students will proceed to the nearest gym door to enter the building and report to their classroom. **Cars will exit in line. No vehicle is permitted to exit from the line to by-pass cars in front of them. Drivers must be aware of their surroundings in the parking lot at all times. DO NOT USE CELL PHONES while in the car line. Always look for pedestrians and incoming buses as you exit. Drivers must obey all directions from the traffic monitors and are strongly encouraged to maintain a respectful demeanor at all times.**

If your child needs assistance getting out of the vehicle, pull into a parking space and walk the child to the entrance. Park and walk your child to the entrance only when it is necessary and park only in the designated areas. You may park on the side of the building to do this.. **DO NOT PARK BY THE BUS ZONE.**



AFTERNOON PICK UP

PROCEDURES: At dismissal, the bus lines up in the front of the building.

Vehicles picking up students are lined up in the parking lot parallel to the school building. **Cars first in each line should pull up to the last set of gym doors. All subsequent cars should pull up as close as they can to the car in front to allow as many cars in the lot as possible.** Students are dismissed from the rear exit of the school, nearest the convent. Parents should get out of their cars and meet/pick up their students near the convent. Once all students are loaded, the first car line, closest to the school, will be dismissed. The remaining car lines will be released likewise by the teachers on duty.

All parked cars in the car line can leave only after the car line is dismissed using the designated exit. CARS ARE NOT PERMITTED TO DRIVE THROUGH THE BUS ZONE OR USE THE EXIT CLOSEST TO THE CHURCH.

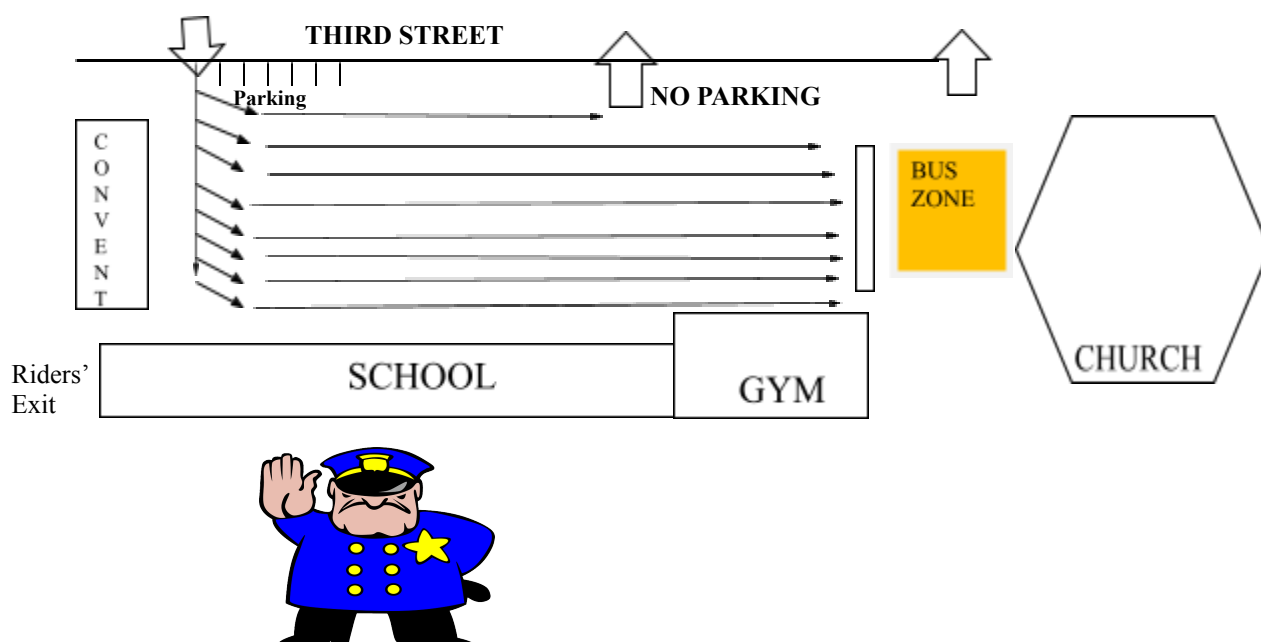
Note: If students are not picked up by **2:50 PM**, they will be sent to After-Care, and the parents will be charged the fee.

All drivers are expected to be in the car line to pick up their child. Parents may not park by the church, walk over to the car line, and walk their child to the car and may not park on the street, walk over to the car line, and walk their child to the car or have their child meet them on the street.

Those who choose not to abide by the car line rules (parking somewhere other than the designated car line), will have their child dismissed as a walker and will be subject to a consequence for not following school dismissal policies.

****IT IS IMPERATIVE THAT ALL PARENTS FOLLOW THE ABOVE DISMISSAL RULES FOR THE SAFETY OF ALL STUDENTS AND OTHERS WHO ARE IN THE PARKING LOT. THOSE WHO CHOOSE NOT TO ABIDE BY THE RULES MAY BE ASKED TO LEAVE THE SCHOOL.**

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



St. Margaret Regional School

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

2026-2027 School Year

Dear Parents/Guardian:

We appreciate the cooperation from our parents/Guardians regarding our Handbook. Please read the Handbook, discuss the rules with your child(ren) and sign below. Keep the Handbook in a safe place for easy reference. **Parents and guardians are expected to cooperate with and uphold the policies set forth in this handbook.**

Family Name: _____

Students & Grades: _____

By initialing below, I confirm that I have read and understand the following policies outlined in the Parent-Student Handbook:

Internet and Social Communication (pages 11, 24-25, & 28) Parent Initials: _____

Parent Social Media Use (page 24) Parent Initials: _____

Parents' Responsibility (page 24) Parent Initials: _____

Cell Phones / Electronic Devices (pages 11, 25, & 28) Parent Initials: _____

Violations (pages 29-30) Parent Initials: _____

Attendance Policy (pages 15-16) Parent Initials : _____

Transportation: Car (page 34) Parent Initials: _____

Uniform & Grooming Codes (pages 30-32) Parent Initials: _____

Morning Drop-Off (page 35) Parent Initials: _____

Afternoon Pick-Up (pages 36) Parent Initials: _____

I understand that my signature below means that I will abide by the policies contained in this handbook and that I must withdraw my child(ren) if I do not agree to follow them.

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

Date: _____

Note: Please print and return this form to your youngest or only child's homeroom teacher by September 11, 2026

Note: Students in Grades 5-8 are also expected to review the Student Policies set forth in this handbook as well as sign and return the Middle School acknowledgment form on page 38.

St. Margaret Regional School

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

2026-2027 School Year Middle School (Grades 5-8) Acknowledgement

Dear 5th through 8th Grader:

Welcome to the new school year! One way students can show respect at school is by following the rules. Please read the pages for the Student Policies (Section 3 of this handbook). Once you have read them, please sign below to acknowledge that you understand and will abide by the rules of our school.

Failure to abide by the rules set forth for students at Saint Margaret Regional School will result in disciplinary action.

Student Name (First & Last): _____

Grade & Homeroom (ex: 5A): _____

By signing below, I confirm that I have read and understand the following policies outlined in the Parent-Student Handbook:

Student Responsibilities (page 28)

Cell Phones & Electronic Devices (page 28)

Bus Behavior (page 29)

Violations (pages 29-30)

Uniform & Grooming Codes (pages 30-32)

I understand that my signature below means that I will abide by the policies contained in this handbook. I also understand that failure to follow the rules will result in a disciplinary consequence.

Student Signature: _____

Date: _____

Note: Please print and return this form to your homeroom teacher by September 11, 2026



*St. Francis of Assisi –
Pray for us!*