



Mother Teresa
Regional School

Reach Higher

Family Handbook 2011-2012

55 South Ave., Atlantic Highlands, NJ 07716 • 732-291-1050 • www.mtregional.com

EDUCATE AND SERVE WITH EXCELLENCE AND FAITH

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Introduction

Mother Teresa Regional School

Mother Teresa Regional School (MTRS) is a Catholic education community committed to academic excellence while helping children realize their full potential in an environment where they feel secure, confident, and connected to their faith. MTRS is sponsored by Holy Family Church, the Church of Our Lady of Perpetual Help, Saint Agnes Church, Saint Ann Church and Saint Catherine Church.

Purpose of this Handbook

This handbook exists to foster the efficient operation of MTRS. To meet this objective, the school administration is given the flexibility and the ability to exercise discretion. In appropriate circumstances, the principal has the discretion to take actions other than those specified in the handbook. This handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly.

This handbook is intended to acquaint students and parents/guardians with the philosophy, policies, procedures, programs and regulations of MTRS. Enrollment in the student body of MTRS indicates the acceptance of these policies and regulations by the students and their parents/guardians. All are expected to be familiar with the contents of this handbook and abide by the rules set forth. Observance of the regulations outlined will create a more efficient and pleasant school environment that will be beneficial to all in the MTRS community.

Mother Teresa Regional School follows diocesan policies found in the Diocesan Handbook available in the main office of school. The diocesan handbook and the MTRS family handbook outline the policies and procedures of the school.

Contact Information

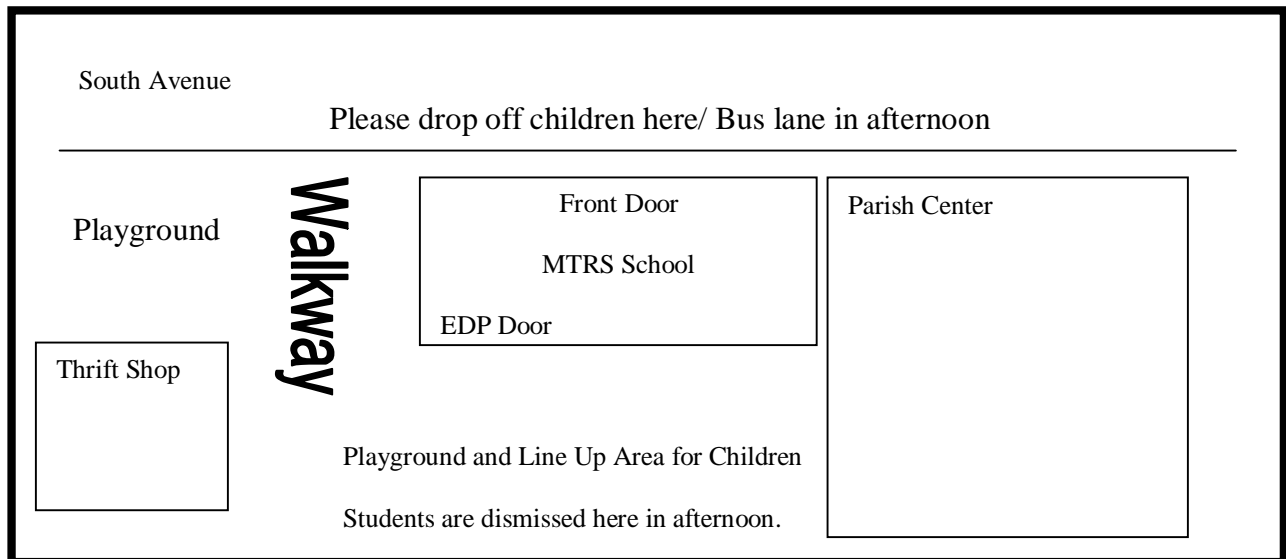
Mother Teresa Regional School
55 South Avenue
Atlantic Highlands, NJ 07716
Phone: (732) 291-1050
Fax: (732) 872-2293
www.mtregional.com

Arrival and Dismissal Procedures

Due to the high volume of traffic around our school in the morning and afternoon, you are asked to follow the procedures set in place for the arrival and dismissal of children. Every effort should be made by parents to drop their children off on the school side of the street so children do not need to cross the street. These procedures have been established for the safety and welfare of our entire school community. Your cooperation is appreciated.

Arrival

Safety Patrols and faculty members will assist children in lining up for school. Parents may not escort children to their classrooms and should not congregate in the parking lot. Between 7:45 am and 7:55 am, students will gather behind the school in good weather. The only entrance to the back of school is the gate next to the playground. All other gates are locked. At 7:55 am, students will begin to go into the school building. If a teacher is not present in the front of the building, students should use the main entrance. Students arriving late should use the front door of the school. In inclement weather, all students should use the front door of the school to enter the school and line up in the cafeteria. **All children and parents must use the crosswalk.**



Dismissal

Students should be picked up in back of the school. Parents who arrive more than ten minutes after dismissal should pick their children up in the Extended Day Program. The EDP entrance is located in the back of the school.

Attendance

Student participation in regularly scheduled classroom learning activities is essential in order for each student to receive the maximum benefits of a thorough educational program. Daily attendance at school is necessary to a child's academic success. Even make-up work for absences seldom has the same impact as direct instruction. The rate of success and productivity is greater for students who have good attendance.

Students, however, are encouraged to take the time that is necessary to recover from colds, flu or other communicable illnesses. (See Health Office section for further information on illnesses and the procedures followed when a child becomes ill at school).

Students who deliberately avoid coming to school, contrary to the wishes of his/her parents/guardian, will be considered truant. Truancy is a serious offense and will be subject to disciplinary action.

You are urged to make doctor, dental, orthodontist and other similar appointments after school hours. Family vacations should be planned relative to the school calendar distributed at the beginning of each school year.

Lateness

Lateness to school interrupts the learning process of the school community. Any student who enters the building after 8:00 a.m. is considered late and must report to the main office for a late pass. After the 5th lateness per trimester, students in grades 5-8 will receive disciplinary action for each and every late thereafter. The sixth through eighth late will result in an after school detention each time. The ninth late will result in an in school suspension. Continued lateness will result in a conference with the parents and a corrective action plan with further disciplinary action. In order to receive an excused late, a child must have a note from a physician. In cases of inclement weather the principal will determine an excused late. Secondary schools consider lateness as a factor in determining admittance to school. Every effort should be made to arrive on time daily.

Absence Policy

- On the day of the absence, a parent or guardian must phone the school nurse between 8:00 a.m. and 10:00 a.m. to report the absence to the school (x113).
- Upon returning to school from an absence, the student must present a note of explanation to the teacher. This note should be written and signed by a parent/guardian. This note is required even though you have phoned-in the absence.
- If a student's absence is longer than three days in duration or was due to communicable or infectious disease (see Health Section for further explanation of such illnesses), a note

from a physician or re-admission slip from a physician must accompany the student upon his/her return.

- Parents/guardians should meet with the principal to discuss their options for home instruction for students suffering from a long-term illness.
- Parents/guardians should send a note to the classroom teacher for foreseeable absences.
- Students may not participate in or attend any extracurricular activities on a day he/she is absent from school without prior permission from the principal.
- Books will only be gathered and sent home for students who have been absent for more than one day. Please do not call for work for students who are home for one day. It is a disruption to the teacher and the classroom and not necessary.

Early Dismissal

Permission to leave school early for any reason must be requested by a note addressed to the principal. When being excused early, a student will be called to the main office when their parent/guardian or their designee arrives. All students must be picked up at the office and be signed-out by a parent/guardian or their designee.

Students who are leaving school early due to illness will remain in the nurse's office until a parent/guardian or their designee arrives. The student must be signed out in the main office. Students are responsible for making up missed work.

Missed Work

Students are responsible for all work (class/homework assignments, tests, quizzes and projects) missed when absent from school (whether due to illness, vacation or other types of absences). A student, in conjunction with parents/guardians, can make arrangements with teachers for making up work. Books and work will only be gathered for students who are absent for more than one day.

Teachers are not responsible to service any student before departing for vacation; that is, they are not responsible to prepare work for a student to take with him/her on vacation.

Extenuating circumstances necessitating deviation from this policy should be discussed with the principal.

Spiritual Life

As a Catholic school, the spiritual development of the student is an essential component of the school's mission. All students are expected to participate in school liturgies, prayer services and religion classes regardless of religious preference.

MTRS offers students the opportunity to attend First Friday mass, the sacrament of reconciliation during Advent and Lent, a variety of prayer services, and class liturgies. The pastors and deacons of Holy Family, Our Lady of Perpetual Help, Saint Agnes, Saint Ann and Saint Catherine churches will work with the children in celebrating and preparing for liturgical services. Children are prepared for the sacraments of reconciliation, communion, and confirmation at the appropriate ages in conjunction with their home parish. All children celebrate the sacraments and receive immediate preparation for the sacraments at their home parish. No exceptions can be made to this policy.

Parents are the primary educators of their child in the faith. As a school community, we seek to support parents in their endeavor. Parents are encouraged to participate in the spiritual life of their child by attending services at the school and bringing their children to liturgy on Sunday. The parish communities in turn support the spiritual life of our students by sharing of themselves, time, talent, and treasure.

Homework Policy

The faculty of Mother Teresa Regional School recognizes the positive relationship between homework and academic achievement. We are committed to a reasonable and consistent homework policy that fosters the development of self-discipline, time management and sound study skills. The nature of homework provides parents an opportunity to become actively involved in their child's education and gives parents insights into the school's philosophy and curriculum.

In general, overnight assignments will vary in length of time according to subject and grade level of the individual student. However, homework will be assigned every night. Long-term, individualized assignments and book reports will give students the opportunity to budget their time. Homework is expected to be in on the day it is due.

Please note:

- The required assignment pad must be used by students in grades K through 8.
- The assignment pad must be signed nightly by parents of students who are in Grades K-5.
- Teachers will post homework on the school website under their teacher's page or other designated page as a resource for parents, however, students are responsible for writing their assignments in their planners. Students in grades 6-8 who fail to write their assignments in their planner will receive a signature on their accountability card.
- Parental notes may not excuse a child from the responsibility of homework or tests.

- Homework will have a definite place and effect on a student's grade.
- After the second day of illness, you may call the school office for homework by 1:00 p.m. No homework will be given for one day's absence, it will be made up on the following day.
- Students will have as many days as absent to make up missed work.

Parental cooperation is necessary in regards to homework policies.

Code of Excellence

All students at MTRS are required to follow the code of excellence established for all work submitted at MTRS. All students will be required to head their papers in the following way:

Name	Date
Subject	Grade

All work is to be written in the student's best handwriting. Students should use blue or black ink or pencil as directed by the teacher. Work should be written on looseleaf paper and not on pages ripped out from notebooks. Care should be taken to use the correct side of the looseleaf. Students in Grades 3-8 will lose 2 points on each assignment for not following the Code of Excellence.

Reporting Student Progress

Genesis

Mother Teresa Regional School through the Diocese of Trenton offers parents access to their child's grades utilizing the parent portal of Genesis. Parents of children in grades 3-8 are able to view their child's grades in real time as teachers input grades into the system. This is a wonderful technological advancement but it must be used with caution. Different assignments are weighed differently so one bad quiz may lower a child's grade while a good project may raise a child's grade. Parents should not react to daily fluctuations but should respond to patterns of missing homework, low test or quiz grades, and other patterns seen in a child's grades. Parents should expect that teachers will have grades updated in a reasonable time period and teachers should expect that parents will be patient with grading. Teachers are expected to have grades updated weekly. It may take several days for teachers to grade tests with more time given for large projects and essays.

Progress Reports

Progress reports are sent home mid-way through each trimester for students in Grades 1-2. These students will receive a progress report for major subjects only. Parents of children in grades 3-8 should utilize the parent portal of Genesis to check grades.

Report Cards

Report cards are distributed three times a year as indicated on the school calendar. Grades are based on the average for the marking period. Parents should consult the school calendar for dates of distribution. The diocesan grading policy will be followed for reporting grades.

Parent-Teacher Conferences

The parent-teacher conferences are scheduled in October following the distribution of progress reports. Two additional parent teacher conferences will be held in the second and third trimester. Parents may request a meeting with teachers at any time during the school year. Parents are asked to be sure to schedule an appointment with a teacher for a conference rather than approaching a teacher before or after school.

Honor Roll

Students who earn an A in every major subject with a grade no lower than a 3 in special subjects will receive first honors. Students who earn either an A or a B in every major subject with a grade no lower than a 3 in a special subject will receive second honors. Students with a N or U for conduct are not eligible for honors. Students who are in honors classes will have the courses weighted for the purposes of determining honors. At the end of the year, students who have earned first honors each trimester will be placed on the Permanent Honor Roll of Distinction. Students who have earned either first and/or second honors will be placed on the Permanent Honor Roll.

Promotion/Retention

In order to progress to the next grade level, students must have satisfactorily passed all major subjects. Students who have not made satisfactory progress in one or two subjects are required to attend a summer remediation program. Arrangements for the remediation program are the responsibility of the parents. Students who have not made satisfactory progress in three or more subjects may be considered for retention or withdrawal from MTRS.

Testing

Each year students in Grades 2-8 are assessed in March using the Terra Nova standardized tests. The results of this testing are valuable because they provide information about a student's progress. Vacations should not be planned during the testing period.

Child Study Team Referrals

Monmouth-Ocean Educational Services Commission provides supplemental instruction and child study team evaluations for students. Parents who feel their child is in need of services should speak with the classroom teacher first. Teachers may refer a child to the principal for an evaluation. The principal, teacher, and parents will meet first to discuss concerns and then contact M-OESC for an evaluation.

School Personnel and Parent Communication

Home School Communication

Each Wednesday the Home School Communication will be emailed to all families. The Home School Communication will also be posted on the website.

A folder with your child's work will also be sent home that day. Please sign the papers as required and return the next day for students in grades K-2. Parents of students in grades 3-8 will have access to the parent portal on Genesis which will allow parents to see grades as posted by the faculty.

Personal Correspondence or In-person Appointments

Staff members who wish to communicate with the parents of a student may do so by phone, letter, email or a mutually convenient appointment. Messages for teachers may be left in the school office or sent via email to the teacher.

Parents who wish to meet with the principal, a teacher, or any member of the school staff must contact the teacher or school office to arrange a mutually convenient time. Since teachers are in the classroom, please allow 24 hours for a call back. For the sake of good order in the school, parents should not approach staff members during the school day without arranging an appointment beforehand. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties.

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

It is important that there be consistency of authority between the parent and teacher. It is good policy to withhold judgment on what appears to be a problem until all the facts are

gathered. The following guidelines are offered as useful tools in solving difficulties of this nature:

- Contact the proper person(s) as soon as possible
- Teachers appreciate first calls
- Contact the principal only after contacting the teacher and if satisfactory resolution is not achieved

Telephone and Computer Policies

Telephone Policy

Contacting students during the school day is generally discouraged, but may be warranted in an emergency. Please contact the school office in such a case. Students may not have a cell phone turned on during the school day. Parents who find it necessary for their students to carry a cell phone to school should instruct their students to leave their phone in a book bag and turned off. MTRS is not responsible for any property brought to school. Cell phones which are seen or heard by faculty and/or staff will be confiscated. The first time a cell phone is confiscated, a student in grades 6-8 will receive a signature and the phone returned at the end of the day. Any subsequent offenses will require the parent/guardian pick up the phone in the office. Please refer to the cell phone policy form which must be signed and returned to school.

Children are not permitted to call home for forgotten homework, clothing, materials, etc., for classes. These do not constitute emergencies. In an emergency, school staff will place the necessary telephone calls.

Please do not call the office to ask that personal messages be delivered to your children because the secretarial staff has many school matters to accomplish during the day. Please be sure your children are well instructed before they leave home in the morning. Calls after 2:00 pm may not have the message delivered to students so please take care to make proper arrangements in the morning. In case of emergency, we will honor your request.

Computer Policy

The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. To remain eligible as users, students must restrict their activities to those which are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege, which entails responsibility on the part of the user.

Each student and parent must sign the acceptable use policy given out in computer class and return it to school. Failure to return the form will result in a child being unable to use the computers at MTRS. Failure to abide by the policy will also result in denial of computer use at MTRS.

Health and Safety

Visitors

In order to ensure the safety and welfare of the entire MTRS community, all visitors including volunteers must enter through the front door and immediately report to the main office. All visitors will be required to sign in and receive an identification badge. Students and teachers are to immediately report to the main office any visitor who is not wearing a badge. All visitors must sign out in the main office and return the visitor's badge. In order to avoid disrupting the learning process, no one may visit the classrooms without prior permission from the teacher and the principal.

Fire Drills/Emergency Drills

Silence and cooperation are imperative during a fire drill. Fire drills will be scheduled in conjunction with the Atlantic Highlands Office of Emergency Management. Students are to follow the instructions of their teacher during a fire drill and maintain silence throughout until it is announced that the drill has ended. Any student who is disruptive during the fire drill will be subject to disciplinary action. Disruptions during a fire drill are considered a serious offense and will be dealt with accordingly by the principal.

In addition to a monthly fire drill, the school will hold additional emergency preparedness drills as required by the State of New Jersey. Students will be prepared to evacuate the building, remain locked in classrooms, and stay in place.

Honeywell Instant Alert

MTRS is utilizing the Honeywell Instant Alert System. All families are registered in the program and are asked to edit their profile to determine how to receive alerts from the school. The school will send out a "High Importance Alert" in the event that there is an emergency during the school day or school is closing early. A "School Closing Alert" will be sent out if the school will be closed or there will be a delayed opening. Coaches and club moderators will be able to send out an "Activities Alert" to let parents know if practices are being canceled or rescheduled. "General Alerts" will be sent out for reminders by teachers, the PTA, and the school office.

Safety Patrols

Members of the sixth thru eighth grade classes may be members of the school safety patrol. All students and parents are asked to follow the directions of the safety patrol. Their purpose is to help ensure the safety of our students and cooperation is expected and needed from all members of the school community. Safety patrol members are chosen after submitting an essay and with teacher recommendation.

Health Service

The school health office's mission is to care for the whole child. Each student is provided with quality health assessment, including height, weight, blood pressure, vision and hearing screenings. Students 10 years old and older are screened for scoliosis. First aid treatment and administration of medications with doctor's order are also provided. The school nurse is available from 8:00 to 2:30 but will only be available for emergencies from 12:30 to 1:00 pm. Please let us know your child's health concerns so that we may know best how to meet his or her needs.

Healthy Snack Policy

Students in grades PK3-8 are allowed to have a snack in the morning. Parents are encouraged to send their child in with a snack each day being mindful of students with food allergies. Students who do not pack a healthy snack will not be allowed to eat their snack in the classroom.

MTRS strives to educate the whole child, body and mind, and has implemented a Healthy Snacks Only policy to help students stay physically fit. Foods with high sugar content or high fat content are not permitted for consumption during snack time. Teachers will work with students to explore healthy choice options.

The following foods and beverages are nutrient-rich foods that contain essential nutrients often lacking in children's diets. These healthy snacks contain little or no added sugar, fat or salt. Eating these types of snack foods more often can significantly improve a child's diet.

- Any fresh fruit or vegetable
- 100% fruit or vegetable juice
- Canned and packaged fruit products packed in juice
- Dried fruit
- Low or nonfat milk
- Low or nonfat yogurt
- Low fat cheeses
- Low salt pretzels

Illness at School

If your child becomes ill during school, he or she will be sent to the health office. If it seems advisable for a student to be sent home, the parents will be notified. If the parents are unavailable, the emergency contact you provided on the Emergency Information Form will be called. Please be sure to provide accurate information and keep us updated to any changes made.

Illness

Students who have had an elevated temperature should remain at home until the temperature has returned to normal without medication for 24 hours. If your child is returning after having a communicable illness, such as strep throat, scarlet fever, chicken pox, conjunctivitis (pink eye), or head lice, a note from the student's doctor is required for readmittance. Students who are determined to have head lice will be sent home from school and classmates will be screened for head lice as well. The student must receive a doctor's prescription for treatment and may return the next day accompanied by a parent/guardian to the nurse's office to be rechecked prior to entrance into class. Another treatment must be given within 7-10 days as per label requirements. Between treatments parents are asked to diligently check student's hair for nits or live lice each night and follow directions sent home by health office. The note listing the illness, date treatment began, and doctor's signature should be delivered to the office by the student upon the day of return. The student will then be sent to the classroom.

Absence

If your child is absent 3 days or more, a doctor's note is required for readmittance to school.

Students with Special Needs

Children who suffer from allergies, asthma, epilepsy, diabetes etc. who have special needs should alert the health office. State law has mandated that all schools have a nebulizer to administer asthma medication. Please note we have a nebulizer and it is available for use. Please contact the health office for details.

Any child taking an inhaler must carry his or her own inhaler on class trips, to sports practices, and games. Proper paperwork is required to be completed by parent and physician. An additional inhaler shall be kept in the health office and used under the direction of the school nurse as per physician's orders. All epi pens are kept unlocked in the health office and are available to that student while in the school building are taken on a class trip by a delegate trained to use the epi pen and observe symptoms. Any other prescribed medications are not be carried or administered by anyone except the school nurse, including Benadryl and Motrin.

All students with a food allergy are required to provide a safe snack which is kept in the health office for special celebrations during school house. Parents should contact the school nurse when sending in a birthday snack for their child to ensure safety and proper measures are taken for the child with an allergy in their class.

Change of Clothing

All students in grades preK3 to kindergarten are asked to provide a change of clothes in the event of an accident. Parents will be notified to change child or pick child up if no clean clothing is available during school hours.

Injured Students

Students who have sustained an injury and need to limit physical activity must have a note from the doctor, stating the injury and duration of the time needed to limit activity. Students who are limited by a doctor will not be allowed to participate in physical education classes, recess, or extra-curricular activities that involve a physical activity. Doctors may not write notes indicating students are allowed to participate in sports but are excused from physical education classes.

Immunization requirements for admittance to school 2011-2012

Pre-K	Kindergarten**
4 doses DTP/DtaP	1 dose DTP/DtaP
1 dose Hib	1 dose Polio
3 doses Polio	1 dose MMR
1 dose MMR	3 doses Hepatitis B
1 dose pneumococcal conjugate	

6th grade and children born on or after January 1, 1990 must have 3 doses of Hepatitis B.

Every child born on or after January 1, 1997 and entering 6th grade shall have received 1 dose of meningococcal containing vaccine and a Dpt booster shot.

All preschool children must all receive one dose of the influenza vaccine annually.

Children who are not in compliance with the immunization requirements and do not have a medical clearance or a clearance for a religious exemption may be prohibited from attending school until the immunizations have been received. Immunizations are due to the health office the first day of school.

School Programs

Extended Day Program (EDP)

As a service to parents, Mother Teresa Regional School offers supervision before school from 7:00 am until 7:45 pm and after school between the hours of 2:30pm ó 5:30pm daily and 12:00pm ó 5:30pm on half-day Fridays for students in grades PreK to 8. Families are charged \$5 per day for the use of morning care no matter how long the child is in morning care. Any child left unattended prior to a teacher being on duty in front of school will be considered part of morning care. Parents are required to pick up children promptly by 5:30pm or be charged a late fee (\$5 per 15 minutes). Children are expected to behave properly and obey the rules set forth by EDP personnel. Please provide your child with a small snack each day and lunch on half day Fridays. Students may not bring items with peanut butter for snack or lunch. Healthy snacks are encouraged such as pretzels, fruit (except grapes), veggies, or goldfish. Donated items are also appreciated such as pencils, paper, towels, wipes, disinfectant wipes and snacks.

The program will begin during the first full week of school, and end before the last day in June. A calendar will be given to parents with the dates of closing. EDP will not be held in the event that school is closed due to inclement weather or is dismissed early due to inclement weather.

Requirements:

In order for your child to take part in the EDP program all required forms must be filled out, signed and returned to school before the first day the program begins.

Fees:

1 child	\$7.00 per hour
2 children	\$11.00 per hour
3 or more children	\$15.00 per hour

Time will be rounded to the nearest 15-minute interval for billing purposes.

Payment is due promptly to school. If EDP fees fall behind your child will not be permitted back until paid in full. Unpaid fees may be added to tuition through the FACTS program.

Note: No child will be released to any other person unless specified by parent or legal guardian in writing. Identification must also be shown.

Athletic Association

The Athletic Association is comprised of parents who are committed to improving and maintaining the quality of the MTRS Athletic Program. The Athletic Association oversees league competitions, secures coaches for various teams, and enforces eligibility regulations of the school. The Athletic Association seeks to enhance the mission of the school through the athletic programs at MTRS.

The Athletic Association organizes, operates and finances a variety of sports programs, available to students. Several fundraisers are conducted each school year to support Athletic Association initiatives. Parents and teachers are encouraged to participate in these events.

All uniforms loaned to students are the property of MTRS. Failure to return the uniform in good condition will result in a charge equivalent to the cost of replacing the uniform. Students who do not return uniforms or pay the fee will not receive their report card.

Student Council

The MTRS Student Council consists of student leaders who are selected by student election and by the faculty based on speeches to serve a one-year term. The student council is responsible for planning student events, organizing charitable works, and acting as a liaison for the students with the administration. The student council executive board consists of the President, Vice-President, Secretary, and Treasurer. Each class has at least one representative that serves on the student council. In addition, the student council may create additional chairpersons for various special projects.

Lunch

Maschio's Food Services provides a school lunch program for the convenience of our parents. A menu will be sent home each month with the entrees for each day listed. Parents can prepay for lunch by sending money in an envelope with the child's name, grade, and amount. Children are to follow the procedures for lunch as outlined by their teacher and to follow the directions of all parent volunteers and lunch room monitors. Please see the lunch and recess policy and procedures for additional information.

All money should be placed in an envelope with the student's name, grade, amount and purpose. Please send money in separately for each student. All checks should be made payable to Maschio's. Please do not send large amounts of cash in with students.

Since there are children who have food allergies, parents are asked to be conscious of the lunch and snacks they provide for their child if a child with food allergies has been identified in their class.

Library

All students in 1st ó 8th grade have library privileges, enabling them to borrow books and videos for a one-week period. Renewal is possible for one more week. Pre-kindergarten and kindergarten visit the library once a week for story time and activities.

- If a book or video is over due after one week, a reminder will be sent home.
- If a book or video is over due for more than three weeks it will be considered lost and must be paid for.
- Any student with an over due book or video will lose library privileges until the book is returned or paid for.
- Any student who has an over due book or video that is considered lost and not paid for will not receive their report card until restitution is made.

If the lost book is later recovered in good condition, a refund will be made to the parent, minus a three dollar late fee.

Field Trips

The purpose of field trips is to broaden the intellectual, cultural, and social experiences of every student. They are an extension of the classroom experience. These trips are a privilege and not a right and may be denied if any student fails to meet academic or behavioral requirements.

Prior to a scheduled trip, a letter detailing the trip along with an official Diocesan Permission Slip will be sent home with each student. A completed permission slip must be returned to the teacher by the date indicated. Telephone calls will not be accepted in lieu of a properly signed permission slip. Parents may refuse to allow a student to participate in a field trip, however, the student must attend school on the day of the field trip or be marked absent. An assignment will be given to any student who does not attend the trip.

- The number of chaperones are limited. Priority will be given to the principal and class captains if needed.
- Chaperones will be assigned a group of students and oversee that group's behavior during the trip. Chaperones should advise the teacher of any inappropriate behavior of any students. The student may be withdrawn from their original group and placed with a teacher.

Unless otherwise indicated by the principal's permission, the regular school uniform should be worn on field trips. Students are not permitted to bring cell phones or any other electronic devices on field trips without prior permission from the principal..

Middle School House System

Students in grades six through eight are divided into mixed-grade-level houses. Teacher mentors oversee the houses, and house captains (students who have applied and been selected by the mentor) lead house meetings.

At the house meetings, the students work together in various competitions. House members work together to earn points through the competitions. Individual students earn points for their house by participating in school events, community service projects and extracurricular activities. Students carry their own monthly point sheets and must get signatures from adults who sponsor each event they participate in.

The benefits of being involved in such a system are outstanding. Mixing the students from all grades in the house provides more opportunities for students to meet peers with whom they may not otherwise interact, and the sixth graders feel more relaxed moving up to the middle school. Faculty and student relationships improve as a result of them interacting outside the classroom. Positive peer pressure gets students involved in activities in order to support their house and students gain a sense of pride in being able to contribute.

Birthday Celebrations

Birthdays are a time for great celebration. It is important that parents remember a few guidelines when celebrating a birthday at school. Students in grades 1-8 will eat their birthday treat in the school cafeteria. Students in grades PreK thru K are asked not to bring in a treat as this will be supplied by the teacher.

- Please be aware of any children with food allergies in your child's class.
- Please clear with the teacher any special snack to be sent in the day of your child's birthday prior to the day of your child's birthday.
- Please do not send invitations for a party into the school unless the entire class is being invited. Children will not be permitted to distribute them.

Dress Code

Children must come to school dressed neatly and in uniform. Students who are not in proper uniform will receive disciplinary action and may be asked to go home and return in proper uniform.

Haircuts must be neat and orderly. For boys, hair should be cut above the eyebrows, above the collar and without large masses of hair on the top, sides, or back. Girls should not have hair in their eyes and the hair color should be natural looking. No feathers, excessive braiding, extensions or coloring may be worn.

Students may not write on their own or others' arms, legs, or clothing. No fake tattoos may be worn to school by any student.

No make-up or finger nail polish may be worn. Small earrings no larger than a quarter which are not dangling are permitted for the girls and only one earring per ear. Boys may not wear earrings. Girls and boys may only wear one bracelet. Girls may wear no more than two small rings. One simple necklace may be worn by girls. All jewelry must be simple and appropriate. The principal reserves the right to determine what is appropriate.

Dress down days are special privileges for students. Students who consistently do not wear the proper school uniform will not be permitted to participate in dress down days. Students must follow the guidelines for dress downs outlined here. Skirts and shorts may not be more than two inches above the knee. Shirts must cover the shoulders and the belly and not be low cut. Students may not wear flip flops or open toed shoes. Jeans and pants should not be skin tight nor should they contain holes.

All uniform items must be purchased from Flynn and O'Hara Uniform Company, located at Union Ave Plaza, Hazlet, NJ.

Boys and Girls

Pre-K 3 and 4 year olds and school gym uniform

MTRS T-shirt (light blue or gray) or 2011 FundRun Shirt*

Navy blue sweatshirt

Navy blue shorts

Navy blue sweatpants

White Socks

Sneakers (solid colored sneakers with white or black laces)

*Students in grades 6-8 may wear their house shirt for gym

Girls

K-4

5-8

Winter

Royal blue/green/white plaid jumper*
Khaki pants/shorts
Light blue or white oxford
Light blue or white turtleneck with sweater
Navy blue cardigan sweater (required)
Navy blue knee socks or navy tights

Brown or black dress shoes
Belt

Royal blue/green/white plaid skirt*
Khaki pants/shorts
Light blue or white oxford
Light blue or white turtleneck with sweater
Navy blue cardigan sweater (required)
Navy blue fleece (**Grades 6-8 only during winter**)
Navy blue knee socks or navy tights
Brown or black dress shoes

Belt

Spring**

Light blue or white polo

Light blue or white polo

Boys

K-4

5-8

Winter

Khaki pants/shorts
Light blue or white oxford shirt with tie

Light blue or white turtleneck with sweater
Navy blue sweater with white piping (required)

Navy Blue socks

Brown or black dress shoes (Ipaths are not dress shoes)

Khaki pants/shorts
Light blue or white oxford shirt with tie

Light blue or white turtleneck with sweater
Navy blue sweater with white piping (required)

Navy blue fleece (**Grades 6-8 only in winter**)
Navy socks

Brown or black dress shoes (Ipaths are not dress shoes)
Belt

Spring**

Light blue or white polo

Light blue or white polo

* The length of the jumper or skirt shall not be more than 2 inches above the knee

** The Spring uniform is optional for students from September until Thanksgiving and from Easter until June.

Conduct and Discipline

Code of Conduct

All members of the school community are expected to conduct themselves in a courteous and respectful manner at all times. As a community, MTRS strives to set a Christian example for all. Parents, students, faculty, and staff should remember to conduct themselves accordingly at all school events and at any event where they are representing the school community. Students who behave poorly outside of the school and tarnish the name of the school by their actions may be disciplined by the school.

Alcohol and Drugs

Mother Teresa Regional School will follow Diocesan regulations regarding the use of drugs and alcohol. Any violation concerning possession or use of alcohol or drugs is a major infraction of Catholic school policy and makes a student liable for expulsion. If it becomes clear that a student is guilty of selling drugs or recruiting for drug abuse, the student is guilty of a crime and the expulsion procedure shall be initiated. The student's illegal activity shall be reported to the police. If the Catholic school becomes convinced that the student is guilty of possession, use or trafficking outside of school, it shall treat the students in the same manner described above. Because corrective action is an important element in providing effective response to drug abuse, we will cooperate with parents in seeking help.

Bullying Prevention Program

Each school is required to have a bullying prevention program with clear consequences for bullying behavior. Bullying is defined as harmful, unsolicited, repetitive behavior that intimidates, embarrasses, or causes harm to others either physical or emotional. Bullying may also occur through various technology media.

Students who are bullied or who witness bullying are asked to report the incident to an adult immediately. Students who experience bullying may request to meet with the principal to discuss the incident in private.

MTRS does not tolerate bullying and works to educate students to be respectful of one another. Below are the types of bullying and the consequence for each incident that is reported for students in grades 6-8.

Teasing - name calling, insulting, or other behavior that would hurt other's feelings or make them feel bad about themselves

Exclusion- starting rumors, telling others not to be friends with someone, or other actions that would cause someone to be without friends

1. phone call home and signature on the accountability card
2. signature and meeting with parent
3. after school detention and phone call home
4. excluded from 2 house activities and phone call
5. excluded from 2 weeks from all extracurricular and meeting with parent/guardian
6. In School Suspension, and meeting with parent/guardian
7. Out of School Suspension, and meeting with parent/guardian
8. may be asked with withdraw from MTRS

Hitting- pushing, punching, kicking, and similar behavior that may injure others, threats of serious violence

Harassment- racial, ethnic, or sexual name- calling or other severe harassment

1. after school detention and meeting with parent/guardian
2. excluded 3 weeks from all extracurricular activities and meeting with parent/guardian
3. In School Suspension and meeting with parent/guardian
4. Out of School Suspension and meeting with parent/guardian
5. may be asked to with withdraw from MTRS

Students in grades 1-5 will receive the following consequences for bullying behavior that is teasing and exclusion in nature

1. Phone call home
2. Recess detention and phone call home
3. After school detention and phone call home
4. Meeting with parent/guardian
5. Excluded for one week from all extracurricular activities and meeting with parent/guardian

Students in grades 1-5 will receive the following consequences for bullying behavior that involves physical contact

1. Recess detention and phone call home
2. After school detention and phone call home
3. Meeting with parent/guardian
4. Excluded for one week from all extracurricular activities and meeting with parent/guardian

If the behavior has not been corrected and requires a third meeting with parents, a corrective action plan will be written which includes the possibility of the student being asked to withdraw from Mother Teresa Regional School.

Discipline

The purpose of discipline in a Catholic school is to bring about the self-discipline of each individual and of the Catholic school community as a whole so that their actions promote the Christian development of each member and thereby enhance the community. (Diocese of Trenton Policy 5114)

Students are expected to conduct themselves in a manner that promotes the dignity and respect of all persons in the school community. Mutual respect is essential to the Catholic community of MTRS. Failure to follow rules and procedures results in a disruption of the learning environment.

In the classroom students are expected to:

- Abide by the rules of the classroom teacher
- Stand when an adult enters the classroom
- Keep desks and lockers in proper order and books covered
- Respect all members of the school community and visitors
- Be courteous in speech and manners
- Be in proper uniform each day

Disciplinary reports may be issued for all on-campus infractions before, during and after school hours, including evening activities, and for all off-campus activities sponsored or authorized by the school.

Students in grades 6-8 will receive a signature on their accountability card for disruptive and/or disrespectful behavior. Please refer to the accountability card for consequences for behavior. Saturday detentions will be held from 9 am until 12 pm on Saturday morning as assigned. During a Saturday detention students will be given the opportunity to perform service to the school or may opt to sit in silence. Students who skip a detention without the prior permission of the principal will be excluded from extracurricular activities for two weeks.

Teachers for students in grades 1-5 will send home a system of consequences for students who are disruptive in the classroom. Students in preschool and kindergarten are dealt with in an age appropriate manner.

It may become necessary for a child to be asked to leave MTRS for continuing violations of school policy. The guidelines for expulsion as outlined in the Diocesan Handbook will be followed. Tuition will not be refunded if a student is expelled from MTRS or withdraws to avoid expulsion.

Tuition

Tuition is expected to be paid on time through the use of the FACTS Company or by paying in full. Report cards will not be issued to students whose family owes tuition. No child may participate in eighth grade graduation exercises if financial obligations are not fulfilled. Report cards will not be sent until all financial obligations to the school are met. Any family who has not fulfilled their financial obligation by June 30 will be referred to the school lawyer for collection of all monies owed. Students may not return to Mother Teresa Regional School in the Fall of 2012 if monies owed for the 2011 school year have not been paid.

Families who are behind in payments at the end of each trimester may be asked to withdraw from MTRS or be refused admittance until all payments are current.

Parent Teacher Association (PTA)

The PTA actively participates in and monitors the entire volunteer program, acts as liaison between school community and faculty leadership, and guides activities to not only offset operating expenses and provide a measure of financial freedom for student/teacher programs and activities, but to enhance overall Christian attitude toward community involvement of students, parents, and teachers alike.

Parents and teachers are encouraged to attend all PTA general meetings held throughout the school year, as well as supporting PTA fund-raising. All families are required to volunteer 12 hours each year or pay \$500 in lieu of volunteering as members of the PTA. Families who fail to have their PTA hours completed by the end of the school year will have the responsibility of paying the \$500.

Every two years, the PTA Board has new board officers appointed by the principal. Parents are encouraged to nominate themselves or others for appointment to the PTA Board. There are five positions on the board: President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. (For in-depth descriptions of each position, please contact the current Board President.) The PTA may also have other positions to help carry out the mission of the PTA and assist in fundraising.

Parental Custody and Rights to School Records

In order to cooperate with student and family needs, the school must be informed in writing of custody arrangements. Because Mother Teresa Regional School assumes responsibility for children in the school, it is important that the school is notified of any special court sanctioned arrangements regarding custody of and access to children whose parents are divorced and/or separated. It is the responsibility of parents or guardians to inform the school of custody status and subsequent changes and arrangements.

MTRS follows the provisions of the Family Educational Rights and Privacy Act and permits parents to inspect and review their child's school records. Unless the school is provided with a certified copy of a court order prohibiting a parent from inspecting or obtaining such records, upon written request to the school, the school will provide non-custodial parents with access to the unofficial copies of school records of his or her child as well as making staff available to discuss the student's records.

Please make arrangements at the school office to bring necessary documentation and provide information regarding child custody.

Admissions Policy

Students are admitted to MTRS based on previous schools test scores and grades. MTRS does not discriminate against students based on race, religion, or gender. After applying for admittance, parents will be notified of their child's acceptance by the principal.

Registration will be held for current students the week before Catholic Schools Week. During Catholic Schools Week, new families will be invited to register for available classes. It is important that parents register their child each year to insure that they are able to return to MTRS.

Transportation

Transportation to Mother Teresa Regional School is the responsibility of the parent. A student's local board of education must provide transportation or aide in lieu of transportation to students who reside more than 2 miles from school, but less than 20 miles from school. Each year students are required to complete a B6T application for transportation. During the summer, the local school district will determine if students will receive transportation or will receive aide in lieu of transportation.

Students are expected to behave properly on the bus and are subject to disciplinary action for inappropriate behavior. Students may also be suspended from the bus for failure to follow the rules.

Volunteers

All adults who volunteer with children must be fingerprinted according to the regulations of the Diocese of Trenton and attend a Virtus Training workshop provided by the Diocese of Trenton facilitators. Only volunteers who have completed these requirements may volunteer with students. Volunteers must wear their badge indicating that they have been cleared to volunteer at all times when interacting with students. Information about training sessions and fingerprinting may be obtained from the main office.