



Bishop McHugh Regional Catholic School  
2221 Route 9 North, Cape May Court House, NJ 08210  
609-624-1900 Fax: 609-624-9696  
[www.bishopmchugh.com](http://www.bishopmchugh.com)

**Student Handbook  
2018-19 School Year**

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## **MISSION STATEMENT**

Bishop McHugh Regional Catholic School, a collaborative and diverse community of learners, offers a comprehensive educational experience in a safe and supportive environment for students in preschool through eighth grade. We empower children to become kind, caring and considerate individuals who live and promote Christian values as members of society. Following the Catholic tradition of the Sisters of Mercy, we promote Gospel values through prayer, liturgical experience, and outreach to serve others both locally and globally.

## **BELIEFS**

The administration, faculty, and staff of Bishop McHugh Regional Catholic School are dedicated to the spiritual and intellectual growth of each child. The school's mission is to promote the development of Catholic values and moral standards so that our students go forth not only knowing their faith but living it as well.

Bishop McHugh Regional Catholic School fosters intellectual growth by maintaining an atmosphere where all students are encouraged to develop a love of learning and to strive for excellence in all they do. It is our goal to have every child provided with an opportunity for success where individual potential and self-esteem can flourish.

## **RELIGIOUS FORMATION**

Parents/guardians are the primary educators of a child in faith. It is our expectation that families who choose to enroll their child/children in our school are involved in a faith community. For a Catholic family, that community is the parish.

All families are expected to report a religious affiliation. For Catholic families, you will be asked annually to keep your parish registration information current. The reception of First Holy Communion, Reconciliation, and Confirmation are at the parish church. Bishop McHugh Regional Catholic School will inform parishes of registration information so that the parish can communicate with the families about important faith formation opportunities.

## **ACADEMIC PROGRAMS**

Information about academic programs can be found on the Bishop McHugh School website ([www.bishopmchugh.com](http://www.bishopmchugh.com)) under the Academic tab. In addition, parents are encouraged to check the school website for information about other programs and school updates throughout the academic year.

### **RenWeb**

**RenWeb** is a state-of-the-art online software package, which allows the school to communicate with parents. Features include many items under one location, from access to grades in upper elementary and middle school, to announcements, other communications, and more. RenWeb will be introduced in September. It is important to activate your RenWeb account as soon as possible.

## **PRE-K CURRICULUM**

Parents seeking a nurturing environment for their child's first formal educational experience are invited to see all that Bishop McHugh offers. Classes are grouped by developmental age and ability for 2, 2.5, 3, and 4 year-olds respectively. The multi-tiered program builds toward the best possible preparation for kindergarten, encouraging students to reach their full potential in a wonderfully supportive environment. We incorporate:

- Creative Curriculum, an award-winning preschool curriculum based on the latest research in child development and learning
- "Reading" and "writing" skills via the Daily 5, a literacy program that encourages students to interact with books and share stories
- Math, science, art and social studies projects and centers where students may explore their world via a variety of hands-on activities
- Technology via iPad Minis and SmartBoard instruction
- Movement and play on a daily basis
- Young Active Minds program led by Dr. Kathy Klein
- Daily prayers and stories of God's love, holiday activities and celebrations
- Project-based learning that incorporates all aspects of the curriculum
- Life skills and independence (including potty training for our youngest groups)
- Academic preparation for kindergarten

The Preschool Teaching and Learning Standards (2014) form the basis of our Little Storm Pre-K Curriculum.

## **K-8 CURRICULUM**

An excellent academic program inspires students to excel. That's why we've chosen the ACE curriculum developed by the University of Notre Dame. Not only does it teach students to think critically, abstractly and logically, it encourages intellectual creativity and the acquisition of knowledge. Our students consistently excel in high school and college, as a result of the strong academic foundation provided at Bishop McHugh School. Following are some of the programs that distinguish our educational approach.

### **Catholic Identity**

The Board of Pastors, the Administration and the Faculty promote the development of Catholic values and moral standards so that our students go forth not only knowing their Faith but living it as well. Our Religion curriculum includes prayer, liturgies, adoration, prayer services, choir, rosary, devotions to Mary, Stations of the Cross, and service projects based on the works of Mercy. Religious education follows the curriculum guidelines outlined by the Office of Catholic Education and the Diocese of Camden.

### **Rigorous and Relevant Content Area Instruction**

Excellent content instruction in all subjects from Language Arts and Mathematics to Science and Social Studies.

### **Frameworks for Structuring Literacy Time**

Students are exposed to a variety of books and genres at Bishop McHugh School. At the elementary level, the Daily 5 framework for structuring literacy time allows students to select from five authentic reading and writing choices: reading to self, work on writing, read to someone, listen to reading and word work. The Daily 5 takes literacy instruction to the next level, helping students build reading stamina, vocabulary, and a portfolio of writing.

### **Project-Based Learning (PBL) through a STREAM lens**

Project-based learning enables students to solve real world problems and challenges using multiple areas of the curriculum, from Science to Technology, Religion, Engineering, the Arts and Math (S.T.R.E.A.M). Currently, we are working together as a school community to develop a STREAM Garden. Other project-based experiences have included, but are not limited to, Alex's Lemonade Stand and the STREAM Fair.

### **Google Classroom**

Google has designed a paperless classroom where the teacher and students may interact safely and securely. The teacher may create and collect assignments, have a dialogue with individual students or the group, and deliver feedback. Google Classroom is used throughout middle school and in some of our elementary grades as well.

## **Specials**

Our specials include Art, Music, Spanish, Library, Physical Education, and Technology Lab Time.

### **REPORT CARDS**

Report cards are issued four (4) times per school year in grades K-8. See calendar for report card distribution dates.

### **ASSESSMENTS**

We incorporate a variety of assessments and strive to use this information to inform instruction and to help your student grow academically. In addition to classroom assessments, students in grades 3-7 take the *IOWA Assessments* in the early Spring.

### **HOMEWORK**

Homework is an important part of Bishop McHugh School's educational program. Students are expected to complete assignments promptly and thoroughly.

### **COMMUNICATION WITH TEACHERS**

We encourage communication and strive to create an educational partnership with each family. Please note, each faculty member has an email address which can be found in the Faculty Directory on our school website. Additionally, you may telephone the main office at (609) 624-1900 ext. 1 to leave a message for a teacher.

### **FIELD TRIPS**

Field trips include on-campus and off-campus experiences. Not all grade levels offer an off-campus field trip; on the other hand, some grade levels offer more than one. School financial and behavior policies apply. For off-campus trips, field trip fees apply and must be paid in advance to cover the cost.

### **PROMOTION POLICY**

All promotions and retentions will be decided upon by the classroom teacher in consultation with the principal.

## **TECHNOLOGY ACCEPTABLE USE POLICY**

The technology available at Bishop McHugh School is for the use of the students and faculty for educational purposes. In order for students to use the technology services of this school, students and their parents must understand and accept the following Acceptable Use Policy.

Internet access is available to students and teachers in our school. The access is offered to further educational goals by facilitating resource sharing and promoting innovative worldwide learning opportunities for students and staff. Material viewed, created and/or stored on the technology is not guaranteed to be private and may be reviewed by the school and/or network administrator at any time to insure that usage is appropriate, has a legitimate educational purpose and is in conformance with this Policy.

Internet access means access to computers and people all over the world and makes material available that may not be considered appropriate for students. Any student found searching a site which is deemed offensive will receive disciplinary action. Depending on the offense, the consequences may include loss of technology use privilege, disciplinary action up to and including suspension or expulsion, and/or criminal complaint.

Unacceptable use of the technology includes but is not limited to:

- Doing anything with respect to hardware, software, or programming which results in damage to the technology or inconvenience to others.
- Violating the privacy of any student, employee or any other individual.
- Revealing home phone numbers, addresses, or other personal information.
- Transmitting or receiving profane, obscene, pornographic, or other objectionable materials.
- Transmitting material threatening to another person, whether or not such threatening action is delivered.
- Using the technology to bully another individual or group.
- Copying proprietary information, including software, in violation of applicable law.
- Plagiarizing, which is taking someone else's words, ideas, or findings, and presenting them as your own without properly giving credit to the sources.
- Using the network for personal reasons unrelated to school work, assignments, or legitimate educational purposes.
- Using the network for financial gain, a business activity, or any illegal activity.
- Creating, transmitting, or introducing computer viruses.
- Deliberately trying to degrade or disrupt system performance. (Such acts may also be viewed as

criminal activity under applicable local, state, or federal law.)

-Transmitting product advertisement or political lobbying.

-Violating any local, state, or federal rule or regulation.

-Exploring or transmitting information that conflicts with Catholic moral values.

-Granting access to unauthorized persons, either by intentional action or unintentional action, i.e., failure to log off.

### **Internet Guidelines**

The Internet has become a global and ubiquitous reality. It offers access to a wealth of knowledge which can be extremely beneficial to students. The Internet can also be dangerous. Because the Internet offers the opportunity for anonymity, there is the possibility for cyberbullying and other harmful acts and for sexual predators to have access to minors.

It is important for students to maintain appropriate boundaries with respect to other students and the adults in the school. This is for the protection of both students and adults. The Internet and other electronic communications pose unique challenges in this regard.

Computer use, including use of non-school equipment and use outside of the school, can have harmful effects on students and the school community. Any person, who makes inappropriate use of the Internet, cell phones, or other means of electronic communications that is harmful to the good order and discipline of the school, its religious mission or its educational objectives, is subject to disciplinary action.

This portion of the handbook establishes guidelines for the appropriate use of the Internet, electronic mail, and telephone for students.

Acceptable protocol includes the following:

-If a student must correspond with school personnel by email, only school matters or matters appropriate to be discussed in school should be communicated.

-Students should remember to write as if others are certain to read what is written. Email communication can easily be shared with others for whom the communication was not intended.

-Ordinarily students are to use devices provided by Bishop McHugh School. If for a specific activity, and with teacher approval, students bring and use their own devices during the school day all rules regarding the use of technology apply to devices which are the personal property of the students.

Unacceptable activities include but are not limited to the following:

- Bullying or harassing another student, parent, teacher, administrator, school employee or other member of the school community.
- Posting statements, pictures, or other materials that are false, derogatory, defamatory, degrading, malicious, disrespectful, or threatening to another student, parent, teacher, administrator, school employee or other member of the school community.
- Using the school seal (logo) or motto without written permission of the principal.
- Creating a website, webpage, account, blog, or the like designed to look as if it was created by or belongs to another student, a teacher, administrator, school employee or other member of the school community without the express written consent of that individual.
- Creating a website or webpage designed to look like an official school posting.
- Using cell phones inappropriately.
- Disrespecting the work and passwords of all other students and teachers. Failure to do so could result in a student being denied computer time.
- Using the internet inappropriately. Use of the internet is a privilege. No student may use the internet without teacher direction and/or supervision.

## **ATTENDANCE GUIDELINES**

### ***Attendance Procedures***

Parents/guardians are responsible for the faithful attendance of their children at school except in the case of illness or other important reasons. The school calendar consists of 180 days. Vacations should be planned so as not to disrupt your child's education. When a student is absent, please call the school office before 9 am at **609-624-1900 ext. 1**. When you call, please state the student's name, homeroom teacher, grade, and most importantly the reason for the absence. Please request homework to be picked up at this time. If we do not hear from you, we will call you at home or work to verify that your child is absent.

The following are legitimate reasons for a child's absence: illness, death in the family, court appearance in compliance with a subpoena, or quarantine at home. When the student returns after an illness, a note explaining the dates of the absence and the reason for the absence must be presented to the classroom teacher. If the illness is extensive, or of a contagious/infectious nature, or if a child is absent for three (3) consecutive days, a doctor's permission to return to school is required.

If a child is absent from school, she/he will not be permitted to participate in extracurricular activities on the day or evening of the absences (i.e. School Dances or Athletics.)

### ***Extended Absences***

Assignments should be requested during extended periods of absences for illness. If it becomes necessary for a child to be absent from school for reasons other than illness, the parent/guardian is asked to state the reason for the absence in writing prior to the first day of the absence.

Teachers are not required to provide work in advance of a vacation. Missed assignments are to be completed in a timely fashion after the student returns to school.

### ***Dismissal Arrangement Changes***

If you must change your child's dismissal arrangement during the school day (i.e., child to be placed in aftercare), notify the school by calling the main office, so that we may route your child accordingly.

### ***Release of Students During School Hours***

We encourage parents/guardians to make every effort to schedule medical and dental appointments after school hours. If it is necessary to be dismissed early for medical, dental or other such appointments, the student must bring a note signed by the parent/guardian to alert the staff of an early departure. No student will be permitted to leave school unless met by the parent/guardian, or a person designated by the parent/guardian. The person picking up the student must come directly to the school office. The school reserves the right to request identification. Following approval, the student will be summoned. The child must be appropriately signed out as per office procedures.

### ***Change of Address/ Phone Number/ Email***

Notify the main office immediately of any change(s) to address, phone number, and/or email for the

purpose of keeping our databases and emergency information current.

### ***Custody***

When parents are separated or divorced, a copy of custody papers is to be submitted to the school. When custody rules change, the school must be notified. The school must also be aware of, and have copies of, any restraining orders or other pertinent legal documents. Bishop McHugh School abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, we will, upon request, provide the noncustodial parent with access to the academic records and other school related information. If there is a court order to the contrary, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Non-custodial or joint custodial parents who wish to receive copies of communication (newsletters, class and school correspondences, etc.) must notify the principal.

### **School Schedule**

#### ***Daily School Hours***

Before Care 7:00 - 7:30 am (separate fee)

Drop Off 7:30 - 7:45 am

Please note that drop off begins at 7:30 am, which is the earliest our gym is supervised. Due to supervision, **we are unable to authorize gym entry prior to 7:30 am.** Therefore, students arriving to campus prior to 7:30 am must be dropped off at the main entrance and will be placed in Before Care.

***Opening*** 7:55 am Grades PreK 2 through 8

***Dismissal*** Noon PreK (Half-Day Program)  
2:15 pm PreK (Full-Day Program)  
2:30 pm K-8 Dismissal

After Care 2:30 - 5:30 pm (separate fee)

***School-wide Early Dismissal*** 11:30 am for PreK 11:45 am for K-8

***School Calendar:*** A monthly school calendar is posted on the website.

#### ***Emergency Closing and/or Delayed Opening***

An announcement will be made through our Parent Instant Alert system.

### **Tardiness to School**

We value each student and the time he/she spends learning. Students who arrive late disrupt school routine and instructional time. Therefore, students are expected to arrive at school on time.

Students must arrive prior to 7:55 am to begin morning prayers. Students arriving after 8:00 am will

be considered tardy and must obtain a late slip from the office.

Elementary School Tardiness: Tardiness at the elementary school level (Grades 1-5) will be addressed via notes home and restrictions from school functions and/or possible withdrawal or restriction of recess privileges (to address missed work). Excessive tardiness will be referred to the appropriate authority.

Middle School Tardiness: Up to 3 lates per marking period are permitted without consequences. ***Administrative detentions will be administered for every late thereafter in the marking period.*** This could also result in restriction from school functions and/or recess privileges to address the missed work. Excessive tardiness will be referred to the appropriate authority.

## STUDENT DRESS CODE

Students at Bishop McHugh are required to adhere to a specific dress code, as follows:

### ***SUMMER/SPRING UNIFORM***

### ***WINTER UNIFORM***

<b><i>Girls and Boys Grade Kindergarten through Grade 8</i></b>	<b><i>Boys - Kindergarten through Grade 8</i></b>
Khaki uniform walking shorts (or skort) with black or brown belt	Khaki uniform pants with black or brown belt
White or hunter green monogrammed golf shirt	White Oxford button-down collar shirt
White or hunter green crew socks (must cover ankles)	School Tie
Sneakers (primarily white, no high tops or "basketball" style.)	Hunter green pullover sweater with school logo
	White or hunter green crew socks
	Black or Brown shoes with non-scuff soles (No sneakers)

### ***WINTER UNIFORM***

<b><i>Girls - Kindergarten through Grade 5</i></b>	<b><i>Girls - Grades 6 through Grade 8</i></b>
Hunter green plaid school jumper	Hunter green plaid school kilt
White Oxford button down collar shirt	White Oxford button down collar shirt
Hunter green socks, tights or knee socks	Hunter green pullover sweater with school logo
Hunter green cardigan sweater with school logo	Hunter green tights or knee socks
Black or Brown shoes with non-scuff soles (No sneakers)	Black or Brown shoes with non-scuff soles (No sneakers)
Only Hushpuppies or Bass Bucs/TOMS (classic canvas style – chocolate brown)	Only Hushpuppies or Bass Bucs/TOMS (classic canvas style – chocolate brown)
	Option: Khaki uniform pants with brown or black belt

### ***PRESCHOOL***

<b><i>PreK 2, PreK 2.5, PreK 3 and PreK 4 students:</i></b>
<p>PreK is moving to a new uniform approach and has moved away from the gym uniform. T-shirts will be purchased by the program staff to be worn on certain days. Otherwise, typical PreK attire will be worn.</p> <p>Importantly, caregivers are asked to dress their student in "action clothes" because much of the learning takes place on the floor and can get messy. As we approach the school year, PreK 2, PreK 2.5, PreK 3, and PreK 4 staff will inform caregivers of designated dress up days in the beginning of the year and on their class webpage and calendars.</p>

**GYM UNIFORM**

<b>Grades Kindergarten through Grade 8</b>	
Spring/Summer	Winter
Gray monogrammed T-Shirt	Gray monogrammed T-Shirt
Hunter green mesh shorts	Gray monogrammed Sweatshirt
White crew socks	Gray monogrammed Sweatpants
Sneakers* (No High Tops) <i>*Athletic/running sneakers permitted</i>	White crew socks/Sneakers* (No High Tops) <i>*Athletic/running sneakers permitted</i>

Uniforms will be worn always, except when permission is given for alternative dress. The student’s appearance and behavior in our school uniform communicates a message about the student and about our school community. The school uniform includes shoes, acceptable hairstyles, and no excessive jewelry. Exception to the above dress code due to unseasonable weather will be announced in school.

**UNIFORM SCHEDULE**

**Summer/Spring Uniform** September through October and April (After Easter Break) through June

**Winter Uniform** November through April (until Easter Break)

**Gym Uniforms** on Gym Days

Information concerning the purchase of the school uniform is as follows:

- Flynn & O’Hara 800-441-4122
- Lands End 800-963-4816

Winter, Summer/Spring, and Gym Uniforms can be obtained at the above vendors.

**HAIRSTYLES AND JEWELRY**

<b>Girls - Hair</b>	<b>Boys – Hair</b>
Well-groomed	Conservative, well-groomed
Clear of eyes	Length above collar and ears
No woven yarn or beads in hair	Bangs – no lower than mid-forehead
No dyed, bleached or colored hair	No shaved or partially shaved heads

<b>Girls – Jewelry</b>	<b>Boys – Jewelry</b>
Cross & chain, one ring and watch permitted	Cross & chain, one ring and watch permitted
Promotional bracelets not permitted	Promotional bracelets not permitted
Small earrings/No hoops or dangling style	No earrings
No Makeup	
Clear nail polish only no false nails	

## **STUDENT HEALTH**

We have several important policies in place pertaining to student health.

Although your child may ask to come to school, if he/she exhibits one of the following symptoms, please keep your child at home:

- Thick, discolored nasal discharge
- Excessive coughing
- Diarrhea/Vomiting
- Conjunctivitis/contagious rashes

### **Fever**

Your child must be fever-free for 24 hours without a fever-reducing medicine before returning to school. If your child displays any of the above symptoms while in school, you will receive a call to arrange pick-up within a reasonable amount of time. They will not be permitted to return to school the same day for any extra-curricular activities during/after school hours.

### **Additional Policies and Procedures**

Additional policies, procedures, and regulations can be found on our Health Office page, [http://bishopmchugh.com/for\\_parents/Health%20Office](http://bishopmchugh.com/for_parents/Health%20Office).

In addition, please note that our students are required to adhere to NJ State requirements for immunizations.

## **BEHAVIORAL MANAGEMENT GUIDELINES**

### ***PRESCHOOL THROUGH GRADE 2***

A very important part of the early childhood education experience at Bishop McHugh School is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

1. Encouraging children to use their words when having a disagreement with another child.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group.
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns in the form of a written update.

Disruptive behavior distracts from the full benefit of the program and will result in consequences. The following behaviors are considered disruptive:

- Inflicting physical or emotional harm on other children, adults, or self
- Disrespecting people and materials provided in the program
- Consistently disobeying the rules of the classroom
- Verbally threatening other students and/or staff

Disruptive behavior will be addressed in a verbal and/or written update. This will document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved.

If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's teacher and principal. If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the program altogether.

### ***GRADE 3 THROUGH GRADE 8***

Consistent with our school philosophy, the discipline guidelines of Bishop McHugh School are based on our commitment to instilling the Christian values of respect and fairness to all, and our desire to provide an environment to maximize learning for each student. Therefore, behavioral management guidelines have been developed for when behavioral choices infringe upon the pursuit of these goals. Minor infractions include, but are not limited to, socializing at inappropriate times during class, being

unprepared for class, and/or failure to fully meet uniform standards, which will result in a verbal warning. Continued occurrence will result in parental notification and will be reflected in the conduct grade. Recurring minor infractions result in issuance of a demerit that must be signed by a parent and returned to the teacher. In addition, three written warnings regarding noncompliance of uniform standards within one marking period will result in the issuance of one demerit.

Detention also may be used as an initial recourse. The teacher may issue a detention for behavioral infractions including, but not limited to, showing disrespect to a teacher, staff member or peer, and/or damaging school property. Parents will be notified both verbally and in writing if their child receives a detention. Receipt of a detention will be reflected in the conduct grade on the report card. It may also prohibit participation in extracurricular activities. Detentions are assigned by the issuing teacher.

If two detentions are received in a school year, the student is required to participate in a conference with parents, teachers, and administration. In this meeting, a written agreement will be made with recommendations developed and agreed upon in order to prevent a repeat situation. All involved parties sign the agreement.

Any student receiving three detentions or exhibiting behavior that creates a safety or health hazard to others will be immediately suspended. The applicable Parish Pastor will be notified of any student receiving a suspension. If a suspension is received, the student may not return to school until he/she participates in a conference with parents and administration to discuss the consequences of further disciplinary action up to and including expulsion.

#### Non-Negotiable Behaviors:

The following behaviors are completely inconsistent with the goals of a caring community. They constitute breaches of discipline that will, depending upon the degree of offense, result in serious consequences up to and including suspension or expulsion:

- Any form of academic dishonesty
- Fighting
- Physical or verbal intimidation
- Vandalism or theft
- Failure to conform to dress code
- Inappropriate or disrespectful language
- Bullying
- Leaving the classroom without permission
- Failure to return to class in a timely manner
- Receipt of a school bus referral
- Flagrant rudeness or insubordination

The following behaviors will result in immediate expulsion:

- Possession of tobacco, alcohol or drugs
- Possession of weapons

Any student whose behavior consistently fails to meet the standards set by the progressive disciplinary plan may be expelled and referred to a school setting that more effectively meets his/her academic, behavioral, and social needs.

**Exceptions to discipline policies may be made on a case-by-case basis at the discretion of the principal.**

### **BULLYING PREVENTION POLICY / PROGRAM**

Bullying is defined as sustained (repeated behavior which is conducted over a period of time) electronic, written, verbal, or physical act or conduct toward a student or employee which is based on any actual or perceived trait or characteristic of the student or employee and which creates an objectively hostile environment.

Bishop McHugh School remains committed to providing all staff and students with a safe and civil environment in which all members of the school community are treated with dignity and respect. Therefore, since 2012, Bishop McHugh School has implemented the Olweus Anti-Bullying Program and its recommendations.

The school specifically prohibits bullying, harassment, or any other type of victimization of students or staff. This policy is in effect while students/ employees are on property within the jurisdiction of Bishop McHugh School; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds and beyond school hours if the misconduct directly affects the good order, efficient management and welfare of the school.

The school will promptly and reasonably investigate allegations of bullying. Based upon the investigation of the allegations, the principal/ administrator will take appropriate actions with the intention of mitigating and correcting the situation. Appropriate actions may include but not be limited to counseling, mediating, assigning a consequence, memorializing the event(s) to be placed in permanent folder, suspension, or removal from the school.

Incidents of harassment deemed a serious threat by school officials may be brought to the immediate attention of law enforcement.

## **VOLUNTEERS**

Diocesan policy mandates that anyone who regularly comes in contact with students must be fingerprinted and attend appropriate training. If you plan on being a volunteer coach, lunch helper, or assist in any way that would bring you in regular contact with the children, you need to follow this policy. Paperwork is available through Felicia Niven, Director of Communications. Volunteers must be pre-approved through the above procedures.

## **SECURITY DRILLS**

A set of procedures is in place in the event of an emergency. Fire drills and security drills are conducted each month to assist the school community in emergency preparedness. Parents should discuss the seriousness of these drills with their children.

## **FINANCIAL OBLIGATION AGREEMENT**

As parents/ guardians of a child/ children attending Bishop McHugh School, it is your responsibility to ensure the child's/ children's tuition accounts are current at the close of each quarter (November, February and May). Tuition accounts are registered with FACTS and parents/ guardians have full access to their account. Further, one or more of the following restrictions, depending on appropriateness, will be applied until payment is up-to-date:

- NO access to grades on RenWeb
- NO participation in Baccalaureate/commencement ceremonies
- NO diploma issued until full payment is received
- NO trips sponsored by the school
- NO admittance in September

Accounts in arrears beyond sixty (60) days must be made current by the means of cash, certified check or money order. All tuition accounts must be paid in full for eighth grade students by May 7, 2018. In the event that you cannot meet your financial obligations, please contact the Financial Office to make a good faith payment.

ALL TUITION ACCOUNTS MUST BE PAID IN FULL ON OR BEFORE MAY 22, 2019 (OR MAY 8, 2019 FOR 8TH GRADE STUDENTS). FOR STUDENTS WHO WITHDRAW DURING THE SCHOOL YEAR, TUITION WILL BE PRORATED AT THE TIME OF WITHDRAWAL.

## **VARIOUS SCHOOL ACTIVITIES**

### ***BEFORE CARE PROGRAM***

Beginning September 10, 2018, a before school care program is held Monday through Friday from 7:00 - 7:30 am. The Before Care Program provides a healthy, positive, educational environment for students that need care before school hours. For Before Care, it is \$5 per child per day -- for each day the child arrives before 7:30 am. Before Care can be used on an as-needed basis.

### ***AFTER CARE PROGRAM***

Beginning September 10, 2018, an after school care program is held Monday through Friday from 2:30 pm to 5:30 pm. The After Care Program provides a healthy, positive, educational environment for students that need care after school hours. For After Care, it is \$10 per child per day for up to 4 pm, or \$17 per child per day past 4 pm. Parents may sign their child/children up for the program via the Registration form. After Care can be used on an as-needed basis, although a calendar is sent home in advance so that we can staff appropriately.

### ***CLUBS***

***Lego Club:*** Lego club is a fun and engaging way to bring creative ideas into reality. Students use their imagination to create and build a variety of structures. Building objects with legos, in a group setting, is a sure way to enjoy the activity and make new friends. Lego Club is open to Grades 1 – 4, and is held after school.

***Coding Club:*** Our after school Coding Club is a program that offers basic hands-on projects enabling members to learn coding. Members will create games and apps to apply these coding skills. Coding club is open to Grades 5 – 8.

Most clubs, like the ones sampled above, are offered seasonally. Additional clubs are offered, as well, based on student interest.

### ***INSTRUMENTAL MUSIC PROGRAM***

Lessons for a variety of instruments are offered to students in Grades 4 through 8. Student musicians may participate in the school band.

### ***LUNCH PROGRAM***

A nutritious lunch is offered in our cafeteria. Students may purchase their lunch at school or bring their lunch from home. Students may purchase various items offered in our lunch program.

## **PRAYER PARTNERS**

Students are paired, older student with a younger student, to interact for religion-based activities and other events. The older students enjoy partnering with the younger students. It is an opportunity for students to get to know other students and also creates a sense of community within our school.

Prayer Partner Policy Statement: While many of the students enjoy getting a small gift for their prayer partner, there have been issues when some students receive a gift and others do not. Therefore, we ask that students make a card for their partners instead of giving a gift. (If they do wish to give a gift at some point, we're asking that they arrange to do so outside of school hours.) We'll continue planning programs that are in the spirit of giving, as our Halloween get together provided much-needed items for the animal shelter! By concentrating on giving to others in need, we will keep the Corporal Works of Mercy alive.

## **CHOIR**

Recess time is necessary for all students to recharge and get some time to run, play, and generally enjoy time away from the classroom. Research proves free time enables students to concentrate on learning better. Therefore, scheduling choir during recess does not allow students the opportunity to recharge. In addition, the recess period is so short that not much is rehearsed after music distribution, explanation, etc.

Beginning in September, choir will be held as an afternoon club, once a week, from 2:30-3:30 the first two (2) Thursdays of the month. Choir will still be available during recess (if students miss a session due to sports commitments or other activities, or if extra rehearsal time is warranted) on the 3<sup>rd</sup> and 4<sup>th</sup> Thursday of each month. There will also be no fee to join the choir. Choir will be open to students grade 3-8. All that is required is the desire to sing!

This year, in addition to learning music for our liturgies, the choir students will be introduced to a range of music for different types of audiences and will schedule outreach performances.

## **CHORALE**

It is hoped that we can also begin a small chorale group of exceptional singers (beginning in October) who will need to audition. This chorale group will consist of approximately 10-12 outstanding singers! There will be a \$25.00 activity fee and these singers will be required to have access to some means of playing cds. A rehearsal schedule will be published once interest is assessed. Auditions are scheduled for October 2 & 4 during recess. Additional audition days will be scheduled if needed.

## **CANTORS**

If your child has the desire to lead us in song at school liturgies, practice will be held on specific

Tuesdays of each month during the recess period. It is advantageous to have three well prepared cantors for each liturgy. Again, we are trying to free up recess for its intended purpose, so practices will be only as scheduled.

## **AUDITIONS**

Our 3<sup>rd</sup> to 5<sup>th</sup> grade musical will be held in mid-November. This is a huge change from our Big Bad the Musical experience in June! Auditions will be held during class time during the week of September 17<sup>th</sup>. As the show date (NOVEMBER 13) approaches, there are 8 scheduled rehearsals (generally 2:30-3:30 pm). It is understood that students may not be able to attend all rehearsals, but the last 4 are crucial and will run until 4:00 p.m.

## **SPORTS PROGRAMS**

### **Soccer**

Bishop McHugh Regional Catholic School has a competitive soccer team in the Fall. In September, students in Grades 6, 7, and 8 (boys and girls) have an opportunity to try out for the 18 or 20 positions on our Soccer team which competes in the Atlantic-Cape League.

All games take place after school so students can still participate in Township Recreation Programs. However, the league limits participation to one team per season, so players may not play soccer and run cross country at the same time.

### **Cross Country**

Through September and October, girls and boys from Grades 5 through 8 may participate in our Cross Country program. Students compete to improve individual times. The Cross Country team competes in the Atlantic-Cape League.

### **Basketball**

Students in Grades 3 through 8 may participate in our basketball program. Grades 3-4 compete in the South Shore Basketball League. JV Teams (Grades 5 and 6) and Varsity Teams (Grades 7 and 8) play competitively in the Atlantic-Cape League and Cape-Atlantic Catholic League. At the Coordinator of Athletics' and coaches' discretion, and based on need, students may be asked to play up.

### **Baseball**

Boys in grades 6 through 8 may play for our Storm Baseball Team. We compete in the Atlantic-Cape League.

### **Track**

Track is offered in the Spring if there is enough student interest in the program.

**Sports teams require a minimum number of students to be implemented.**

***Student-Athlete / Parent Responsibilities***

With regard to sporting events, sportsmanship is expected of all in the Bishop McHugh Storm Athletic Program, including students and parents. Additionally, all student-athletes must have an athletics physical completed within the last year, and must pay the accompanying registration fee.

***Athletic Association***

The Athletic Association is a group of parents and interested adults who support, organize, and fundraise for athletic teams.

The Athletic Association usually meets at the start of each school year, every other month, and/or as events require.

***TEAM MERCY***

Team Mercy at Bishop McHugh Regional Catholic School is an especially important aspect of our school. Students from Grades 5 through 8 are given the opportunity to provide input as well as to become involved in various aspects of the school. Students volunteer to assist as ambassadors through Campus Ministry, Spirit, Outreach, or Service programs throughout the school year.

***YEARBOOK***

The yearbook is a pictorial celebration of life at Bishop McHugh Regional Catholic School and is distributed in June each year. The students contribute to the final product with photography, computer, and writing skills.

## **IMPORTANT NOTICE**

The principal has the 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, parents/guardians 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. The principal determines if the conduct or behavior is harmful to the good 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.

It is critical that parents and guardians support the mission of the 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 in school, his or her parents or guardians are to register 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 any student who engages in conduct which is detrimental to the school.