

ST. MARY'S PREP

This handbook serves to foster the efficient operation of St. Mary's Prep. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. When appropriate and within reason, the administration has the discretion to take actions other than those specified in this handbook.

AFFILIATION

Since 1954, St. Mary's Prep's mission has been to provide academic excellence in the apostolate of Catholic education. St. Mary's Parish school functions under the auspices of the Diocese of Paterson. The curriculum meets the New Jersey State Core Curriculum Standards, as well as the Curriculum Guidelines set forth by the Diocese of Paterson. The school's membership with the National Catholic Education Association provides continuing programs for professional evaluation and development. St. Mary's Prep is accredited by the Middle States Association of Colleges and Schools.

MISSION STATEMENT

St. Mary's Prep is a faith community committed to the intellectual, social, emotional, physical, and spiritual needs of students, teachers, and parents by providing an educational setting where human knowledge, as well as the Catholic faith, is taught; where the self-worth of each person is valued; where truth is sought in the Gospel spirit of freedom and love; and where parents, teachers, and students give generously of their time, talent, and resources so that all may joyfully experience each phase of maturity.

POLICIES & PROCEDURES

Admission

The Roman Catholic Elementary and Secondary Schools of the Diocese of Paterson admit students of any race, sex, color, national

origin, age, or handicap, to all the rights, privileges, and activities generally accorded or made available to students at the school. These schools do not discriminate in the administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

The above policy is in keeping with Revenue Procedure 75-50 and in accordance with section 4.02 and 4.03.

Parents seeking admission for their children into our school program are requested to call the school office to arrange an appointment time to register. To this pre-arranged registration meeting, parents are to bring:

- *Birth certificate (Pre-K and Kindergarten)
- *Official transfer from the school the child is leaving
- *Academic record from the school the child is leaving, including the past and current report cards and most recent test scores
- *Health records from previous school

Transfers Without a Change of Residence

The Diocesan School Board has established the policy whereby transfers without a change of residence be issued only after a prior meeting with the parents, pastor, and principal. A "Conference Report" stating the reasons of the transfer will be signed by all present at the meeting.

Transfers

All transfers must be requested from the school office either in writing or in person. It is the policy of the school that no transfers or records be released from the school until all obligations have been fulfilled. Transfer records are sent by mail.

Change of Address

Parents are requested to notify the school secretary immediately whenever there is a change of address or telephone number so that our records will be up to date at all times. Prior to moving, please pick up a B6T Transportation Form. A new one is to be submitted to your Board of Education upon each change of address. It is the responsibility of the parents/guardians to complete this form and return it to the school office.

Absence/Homework Policy

Family vacations are to be planned at times when school is not in session. If a child is absent from school, all school work is to be made up upon the student's return. Students who are absent from school for more than one day due to illness may request homework assignments from the school office. A doctor's note is required for more than five consecutive days in order to return to school. No child will be readmitted to school after being absent without either a parent's or doctor's note.

Arrival at School

School opens at 8:00 a.m. Students are not permitted to enter the building prior to 8:00 a.m. Students who must arrive before 8:00 are to report to the SMP Child Care Center for before-school care and will be charged a nominal fee for the service. Please call the school office to make arrangements ahead of time. At 8:00 a.m., students are to proceed immediately to their assigned waiting areas which will be designated "study halls." Students are to bring a book, or they may use the time to study and prepare for the day ahead. Toys and games will not be allowed during this time. All students in Grades K-5 must be in the gym and seated for prayer at the 8:20 a.m. bell. Students in Grades 6-8 are to report to their homerooms by 8:15 a.m. Failure to do so will result in a tardy slip being issued. If tardiness proves to be an ongoing problem, a parental conference will be held. The principal can make judgment at his discretion for being tardy.

Telephone Calls

Parents are requested not to phone the school with messages for their children except in case of serious emergencies. Students will not be allowed to phone home unless, in the opinion of the principal, the call is necessary. Students may not use cell phones while in school. A student's cell phone will be confiscated if used during school time.

Leaving School Early

If, for some reason, a student must leave school before 3:10 p.m., a letter stating the reason and time of pick-up must be sent to the school office. When parents arrive at school, they should report to the secretary's office to sign out and wait for the child's arrival. No student is ever permitted to leave school before dismissal unless he/she is met by a parent, guardian, or authorized adult. Kindergarten students must be picked up at the classroom.

Emergency School Closings

In the event of a severe storm or other emergency, special announcements will be made via the Internet that school is closed. St. Mary's Prep adheres to the decisions of the Denville Public Schools. Parents are asked to log on to www.wmtram.com. The Room Parents will continue to call the homes of the oldest children on their class list on days when school is closed or there is a delayed opening. In case of inclement weather when no announcement is made, parents are advised to use their own judgment in sending their child to school.

You can also check another website, www.cancellations.com for up-to-date information on cancellations, delays, and early dismissals. Go to their website and enter our zip code, 07834. A "postings matching search" page will appear. Click on the purple "click here" for all listings within 5 miles of Denville's zip code. An "organizations at location" page will appear. Scroll down to St. Mary's Prep-Denville for closing information. To elect to receive E-mail notifications, click on the purple envelope to the left of the organization name.

Delayed Openings/Early Dismissals

In the event of a delayed opening, school will begin at 10:00 a.m. On these days, the school will open at 9:30 a.m. You will be informed of delayed openings and early dismissals by means of a telephone call from the room parent. For this reason, it is important that the school office is made aware of any changes of address and home/work telephone numbers.

Fire Drills

Students are to follow the instructions of the teachers. For the safety of everyone in the school, absolute silence is to be maintained throughout the duration of the fire drill.

Transportation

Students are assigned to buses according to the guidelines of the Denville School District transportation system. Students are expected to ride their own assigned buses each day. Students are also expected to bring a note to school whenever they will not be riding the bus home for any reason. If any deviation of transportation procedures occurs, students are responsible to know the procedure to follow if their parents are not at home. Parents should submit an updated emergency form yearly with this information on it.

Bus Conduct

The bus is an extension of the classroom, and students are expected to maintain standards of behavior while riding. In cases when a student does not conduct himself/herself properly on a bus, their riding privilege may be suspended by the principal. In such cases, the parents of the child involved become responsible for seeing that their child gets to and from school safely.

School Bus Rules & Regulations

According to the Denville Twp. Board of Education Transportation Office, the following rules are to be followed when riding the school bus:

- *Students must be at their assigned bus stop at least ten minutes before arrival of bus. Time schedule does not permit a bus to wait or make undesignated stops.
- *Students are not permitted to ride on buses that are not assigned to them. No exception. Also, students who are not bus students and those living out-of-district are not permitted to ride on buses at any time.
- *Pets or insects are not permitted, for safety reasons.
- *Sticks or hazardous toys that could cause injury are not allowed.
- *Large school projects are prohibited due to limited space and safety.
- *Students are to remain seated while the bus is in motion.
- *Eating or drinking is not permitted on the bus.
- *Musical instruments larger than a clarinet are not permitted on the bus.
- *Kindergarten children will be brought back to St. Mary's if there is no adult to meet the child at the bus stop after school.

Tuition Policy

Tuition for the 2007-2008 school year:

First Child	\$3,400.00
Second Child	2,050.00
Third Child	1,550.00

<u>No. of Children in Family</u>	<u>Annual Tuition</u>	<u>Monthly</u>
1	\$3,400.00	\$340.00
2	5,450.00	545.00
3	7,000.00	700.00

Non-Parishioners

A non-parishioner family pays \$1500.00 per family in addition to the regular tuition cost per child.

Tuition Payment Policy

*Tuition provides for approximately less than half of the total operating budget.

*Regular tuition payments and parish subsidy ensure a cash flow sufficient to meet monthly operational expenses without creating a budget deficit and/or need for an increase in the parish subsidy.

*Revenues generated by the Home & School Association fundraisers are contributed on a periodic basis and, therefore, cannot be anticipated on a regular basis.

*A parish subsidy is provided by St. Mary's Parish for every Catholic family registered, worshipping, and contributing through the use of church envelopes at St. Mary's Church.

*Families registered at other area Catholic parishes are expected to determine the availability of parish subsidy from the parish in which they are registered.

*Registered families who do not worship or contribute to St. Mary's Church are responsible for an additional fee of \$1500.00. Out-of-parish families also pay this additional fee.

Therefore, in order to ensure early, timely, and regular payment of tuition, the following policy has been implemented, effective for the 2007-2008 academic year:

In accordance with the agreement signed by each parent, tuition payments will continue to be expected on or before the first of each month, beginning May 1, 2007 through February 1, 2008. For your convenience, tuition payments are payable in ten monthly payments. The payments are to be made to Tuition Program, Inc. and sent directly to their office.

Obligations of Registered Parishioners

As a parishioner of St. Mary's Parish, you are to make **weekly** contributions to the Church by utilizing parish envelopes. Be sure

to use parish envelopes for your contributions; otherwise, there will be no record of your support.

In the event contributions are not made, you will receive written notification as a reminder to use church envelopes. If contributions are not made after the first reminder, the additional fee of \$1500.00 will be expected. Non-use of envelopes is considered non-parishioner status.

It is expected that at least one parent work one night of Bingo, twelve months per year. Any requests for exceptions to this policy must be made, in writing, to Dr. Frank A. Calabria, Principal.

Registration Fee

A \$100.00 fee per family will be charged each year upon registration (non-refundable). All students in grades Pre-K and Kindergarten must pay the first month's tuition at registration time (non-refundable).

Family Assessment Plan

In addition to the tuition, there is also a \$100.00 per family assessment plan to cover the costs of salary increases. This assessment will be paid in the amount of \$10.00/month along with the regular tuition and will follow the plan of action outlined below:

*Each family is assessed \$100.00 payable at \$10.00 per month.

*In June of 2008, each family in St. Mary's Prep will receive ten books of chances for the "Carless Car Raffle."

*These ten books are already paid for in advance by means of the \$100.00 assessment.

*You may, if you wish, sell the chance books for \$100.00 and retain the money; just return the completed ticket stubs.

*Or you may elect to take all or part of the books yourself. This is your decision; but, nonetheless, return the ticket stubs.

Parental Responsibilities

*All parents are requested to use church envelopes regularly. Parents not using church envelopes regularly are regarded as outside the parish and pay an additional fee of \$1500.00 per family.

*Every family who belongs to St. Mary's Parish and has children attending St. Mary's Prep must be registered in the parish.

*All families having children in St. Mary's Prep must participate in Bingo (either or both parents/guardians) once per month. Any exception to this mandated participation in Bingo may be made only by Dr. Calabria. Requests to be exempt from Bingo must be made in writing and addressed to Dr. Frank A. Calabria, Principal.

*All families must complete a service contract and work at three fundraisers (one being the Tricky Tray) each school year.

*If you are a lunch volunteer working a minimum of one day/week, you are required to work only the Tricky Tray.

Payments

Checks in payment for books, supplies, class trips, etc., should be made out to St. Mary's Prep.

SCHOOL UNIFORM

Dress Code Rationale

St. Mary's Prep is proud of its belief that students dressing in an orderly, refined manner influences appropriate acts. All students are expected to be well-groomed and in school uniform at all times.

Dress Uniform for Girls (Mandatory at all Liturgies)

Grades K-5

Jumper - Length to be no more than 1" above the knee.

Blouse - Light blue, long or short sleeves, oxford style or Peter Pan collar.

Sweater - Navy blue cardigan or V-neck. Uniform sweater only. Boy's sweater vest may also be worn. (Optional)

Slacks - Co-Ed khaki or Dockers khaki only.

Socks - Solid navy blue knee socks or navy blue tights.

Shoes - Only black rubber or crepe-type soles may be worn. If laced, only black laces may be worn. Sneakers are not permitted.

Grades 6-8

Skirt - Uniform skirt, no more than 1" above the knee.

Blouse - Light blue, long or short sleeve, oxford or V-neck collar. Blouse must be tucked in at all times.

Sweater - Navy blue uniform vest, navy blue cardigan, or V-neck sweater. Uniform sweaters only. Boy's sweater vest may also be worn. (Optional)

Slacks - Co-Ed khaki or Dockers khaki only.

Socks - Solid navy blue knee socks or navy blue tights.

Shoes - Only black rubber or crepe-type soles may be worn. If laced, only black laces may be worn. Sneakers are not permitted.

Jewelry - Small earrings may be worn. Small necklaces and watches may also be worn. Bandanas, wide headbands, or kerchiefs are not permitted.

Grooming

Hair - Bangs should be trimmed and out of the student's eyes.

Hats - Hats may not be worn in the building.

Tattoos - Tattoos of any kind are not permitted.

Rules pertain to school grounds, as well as SMP building.

Dress Uniform for Boys (Mandatory at all Liturgies)

Grades K-8

Slacks - Co-Ed navy blue uniform slacks or navy blue Dockers only.

Shirt - Light blue dress shirt or oxford with collar, long or short sleeve, **tucked in at all times.**

Sweater - Optional - Navy blue sleeveless sweater vest with logo or navy blue cardigan or V-neck. Uniform sweater only.

Tie - Grades K-5 wear the plaid tie; grades 6-8 wear the solid navy tie.

Shoes - Black rubber or crepe-type soles. If laced, only black laces may be worn. **Sneakers or boots are not permitted.**

Socks - Navy blue socks.

Grooming

Hair - **Hair should be above the collar; bangs should be trimmed and kept out of the student's eyes.**

Tattoos - Tattoos of any kind are not permitted.

Rules pertain to school grounds, as well as SMP building.

Gym Uniform for All Students

Gym uniforms are worn every gym day. All students will wear the sweatsuit over the gym uniform from October 1 to May 1. (Exception: Kindergarten students do not have to wear their shorts under their sweatpants. They do have to wear their light blue shirt under their sweatshirt.) Dates may be changed at the discretion of the principal.

Grades K-8 - Gym

Shirt - Light blue golf shirt with the St. Mary's logo.

Gym Shorts - Navy blue uniform shorts that fit appropriately.

Sneakers - Predominantly white, regular sneakers

Socks - Solid white socks, **ankle high.**

Sweatsuit - Navy blue sweatshirt and sweatpants. Only the sweatsuit with the St. Mary's logo may be worn.

All students must be in full gym uniform to participate in gym class. No exceptions will be made. If a student's birthday falls on a gym

day, they must wear the gym uniform. They may dress up the following day, schedule permitting.

Summer Uniform for All Students

The winter uniform is to be worn at all times, September-June. The summer uniform (which is the gym uniform) may be worn only when there is notification from the administration.

Out-of-Uniform for All Students

Students are permitted to dress out-of-uniform to acknowledge their birthdays. Students are expected to "dress up," meaning no shorts, tanks, t-shirts, midriiffs, or sweatsuits. When jeans are worn, they are to be neat and clean, free of holes and frays.

SCHOOL DISCIPLINE POLICIES

St. Mary's Prep acknowledges the need for student self-discipline, Christ-like charity, respect for authority, responsibility, and accountability. Students are expected to follow the rules and regulations established by the school for the orderly conduct and safety of all.

The purpose of discipline is to promote total student development, develop the individual as a human person who respects self and others, provide a school environment conducive to learning for all students, cultivate positive and redirect negative behavior, and conscience formation.

Manners

St. Mary's Prep strives to collaborate with the family in fostering good manners in speech, behavior, and attitude. Students are expected to act in a Christ-like fashion at all times.

Hallways

So as to respect others, all students are expected to walk through the corridors in a quiet and orderly fashion.

Cafeteria

The cafeteria is a social setting for our students and, therefore, orderly behavior is essential. Students must remain seated while eating. Throwing of food or other objects is strictly forbidden. Garbage cans are placed at the head of each section of tables. Students are to clear their tables after eating and place their garbage in the receptacles before leaving the cafeteria. Students are led from the cafeteria to the playground by the teacher on duty.

Playground

Students are to be respectful of their classmates, teachers, and lunch supervisors. Students are to line up, exit the cafeteria, and report immediately to the playground area in an orderly fashion. Food is not allowed on the playground. No one may re-enter the school building without the permission of the teacher on duty. There is to be no harassing of other students. Children are to line up when the teacher on duty calls them to do so. They should enter the school building in a quiet and orderly fashion.

Bathrooms

Students are expected to behave responsibly when using the bathrooms. Permission must be obtained from the teacher before the student leaves the room. Students are asked to use the bathroom closest to their classroom. Defacing or damaging school property will result in disciplinary action.

Student Threats & Violence

St. Mary's Prep maintains zero tolerance in dealing with threats and incidences of actual or potential violence. All threats will be taken seriously. The student can return to school only if he/she

presents a written statement indicating he/she is ready to return to school and the administration is willing to have the student return. If the student returns to school, then the student's parents shall be notified in writing that a second offense will result in automatic expulsion.

Expulsion of a child is never a desirable choice. However, the safety of all students must be our first priority.

Zero Tolerance for Guns Act

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular education program.

St. Mary's Prep is a Non-Smoking Facility

Smoking/Drugs/Possession

Students may not have in their possession or use at school or at any school-sponsored activity: cigarettes, alcoholic beverages, opiates, cocaine, or any other derivatives or drugs. Any violation concerning use or possession is a major infraction of school policy and makes the student liable to dismissal. Parents will be informed and assisted in providing an appropriate response to the situation. The student and his/her family shall cooperate fully with any therapeutic measures which the administration deems necessary to help the individual. A family which refuses to cooperate shall be required to withdraw the student from school. In such a case, the school shall inform the receiving school of the circumstances involved in the transfer.

Language

Use of improper language at any time during the school day will be treated as a disciplinary infraction.

Dangerous Objects

Students are not permitted to carry any dangerous objects such as guns, knives, weapons, explosives, matches, etc., to school.

Electronic Devices

Students are prohibited from bringing any electronic devices to school such as beepers, I-pods, paging devices, etc. Laser lights or pointers are strictly forbidden. According to State Legislation P.L. 1989, C232 (S2762), any person who brings or possesses any remote-activated paging device on property used for school purposes, without written permission by the principal, is guilty of a disorderly persons offense.

Tardiness

The school day begins promptly at 8:20. Parents must see to it that their children arrive at school no later than 8:15 a.m. This enables each student to have the time to prepare him/herself for the school day. Since St. Mary's Prep deems this as an important part of teaching our children responsibility, disciplinary action will be taken for excessive tardiness. If tardiness proves to be an ongoing problem, a parental conference will be held.

1st Tardy - Warning

2nd Tardy - Loss of recess & parental notification

3rd Tardy - Student is sent to the office; meeting with parent, teacher, and principal; detention given

4th Tardy - One-day suspension

5th Tardy - Three-day suspension



NURSING SERVICES

The nursing services provided for St. Mary's Prep by the Morris County Educational Services Commission are to assist our children in maintaining good health. In order to do this adequately, we stress the need of a physical examination by the children's own physician periodically. The school requires that all children in Grades K, 3, & 6, as well as all new students, be examined by the date specified on the form which the nurse distributes each spring and asks your doctor to complete. (Deadline: October 1 for Grades 3 & 6; Kindergarten - opening of school.)

Health Program

A school nurse is present in school five days each week. Hours are normally from 11:45 a.m.-1:15 p.m. If a child becomes sick while at school, the parents are notified. The **EMERGENCY FORMS** filled out by the parents in September and kept on file in the nurse's office and secretary's office are used in case of emergency. Children who are sick should be kept at home, but children should not be kept home for trivial reasons.

Medication

All medication to be taken during school hours must be accompanied by written permission from the **doctor or parent**. All medication must be labeled correctly and in the prescription container from the pharmacy. The medication is to be brought to the office and must be taken in the presence of the school nurse. Prescription medication should only be taken according to strict directions of a doctor.

Immunizations

State law requires immunizations for certain communicable diseases for every child entering and attending school. To ensure continued protection, these immunizations must be renewed at certain intervals. When notified of any immunization

requirements, your prompt action will assure your child's uninterrupted school attendance.

Failure to provide complete immunizations in a timely manner will result in exclusion from school. In accordance with the New Jersey Chapter 14 Regulations: Immunization Requirements of Pupils in Schools has now enforced that, as of September 1, 2001, all students entering Kindergarten, First, and Sixth Grades are required to have the three-dose series of Hepatitis B vaccine.

Communicable Diseases

Any child who becomes ill with one or more of the following children's diseases will not be permitted to attend school for the indicated time periods. Upon returning to school after one of these illnesses, the child must report to the nurse's office.

Chicken Pox - Six days from the first appearance of the rash or after lesions become dry.

Conjunctivitis (Pink Eye) - When under treatment, one to three days and after discharge has ceased.

Streptococcal Infection (Strep Throat/Scarlet Fever/Scarletina)

- After having been on an antibiotic for a period of 24 hours or upon clinical recovery, with signed permission from the attending physician.

In order to prevent the spread of communicable disease and to ensure rapid recovery with minimal after effects, parents should keep children home when they show evidence of symptoms listed: vomiting, sore throat, pain, headache, skin eruption, red or discharging eyes, fever, earache, enlarged glands, chills, coughing. If these symptoms are found in the child at school, parents will be notified to come for the child.

Emergency First Aid

For minor injuries that may occur on the school grounds, the school is equipped with adequate first-aid supplies. If the injury is deemed serious, the parents will be notified so that the child may be taken to the doctor. If necessary, 911 will be called.

Excuse from Physical Education Class

A student may be excused from the regular physical education program **only** by a written request from the family physician or parent.

Doctor & Dentist Appointments

Please make these appointments outside of school hours unless there is an emergency. Children who are to be dismissed during school hours must be picked up in the office and signed out by the parent. A note must be sent to the classroom teacher giving adequate notice that the child will be dismissed early.

D.A.R.E. Program

The Drug Abuse Resistance Education program is made available to all students at St. Mary's Prep in Grades K-8, with special emphasis placed on Grade 5. The Denville Police Department provides the D.A.R.E. officer.

HOMEWORK

In our effort to provide education that will meet the varying needs of all students, it is the policy of the school to assign some directed homework beyond the regular school day. Students are expected to complete these assignments each night.

Properly designed homework, carefully planned and geared to the development of the individual student, meets a real need and has a definite place in the educational program. It is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete worthwhile books, projects, or research, and to develop study and review skills.

It is very important that the parents provide a conducive atmosphere for work at home. A specific place should be set aside for the student. Parents should observe the child at work and be available to give guidance if the need arises. However, self-direction is one of the major goals of homework.

REPORT CARDS

Student report cards for Grades 1-8 will be issued four times per year. It is the school's official communication with parents. It provides a quarterly assessment of the pupil's academic progress, along with an evaluation of some personal characteristics. Students in Pre-K and Kindergarten receive report cards in January and June.

PROGRESS REPORTS

These notices are sent home for students in Grades 1-8 midway through each quarter in order to provide time to correct any deficiencies.

HONOR ROLL

Students in Grades 4-8 take part in the Honor Roll.

Distinguished Honors	All A's in Academic Subjects
Honors	All A's; no more than 2 B's
Merit Honors	All B's and above

For Grades 6-8, Music, Spanish, Computer, Physical Education, and Science are included when determining Honors awards.

PARENT-TEACHER CONFERENCES

Periodically the classroom teacher should meet with the parents of students for the purpose of discussing constructively the child's progress and for receiving some insight from the parents on problems confronting the student. These conferences supplement the written method of reporting and are opportunities for a two-way learning process. Much information can be obtained that could not possibly be placed on a report card.

Conferences will be scheduled in November. All parents are required to attend these conferences. Specific details will be given by means of a newsletter. A conference will be made available midway through the third quarter, upon request.

NEWSLETTER

A newsletter will be sent home periodically. Our goal is to provide a vital communication link between school and home.

FIELD TRIPS

Field trips of a truly educational nature are an important part of a good school program. These trips will be planned so that the children derive maximum benefit from them. Room parents must attend most field trips. Extra parents are asked to volunteer as chaperones when space permits. Siblings are not allowed to be taken out of school to attend field trips. Field trips are limited to the students in a particular class.

PICTURES

Your child's pictures will be taken in school. In addition to the individual pictures, a class composite of each grade will be taken. The photographs are purchased on a voluntary basis. Parents are to sign a photo release form to allow the school permission to use children's photos in various school presentations.

STUDENT GOVERNMENT

The student government group assists the administration in planning activities for the entire student body. Membership is composed of SGA officers in Grades 5-8, representatives in Grades 4-8, a faculty moderator, and the school principal.

SCIENCE LAB

A well-equipped Science lab used by students is a valuable asset to the school Science program.

COMPUTER LAB

At St. Mary's Prep, technology plays a very important role in your child's education. All students have access to the internet, online text, and some of the latest educational software available. All of the computers in the school are networked.

All students will develop an understanding of the Microsoft Windows and Office environments, as well as the applications that exist within them such as Word, PowerPoint, Excel, Access, Media Player, and Internet Explorer, to name a few.

TESTING PROGRAM

The Terra Nova Test is administered in the spring of the school year to students in Grades K-8. The Test of Cognitive Skills is administered to students in Grades 3-8. Grades 4 and 7 are given the Reading Assessment Test. The Co-Op Test is given to Eighth Grade students.

EDUCATIONAL COUNCIL

The Educational Council consists of members of the school and parish who advise the St. Mary's principal and pastor as to educational matters.

HOME & SCHOOL ASSOCIATION

St. Mary's Home & School Association provides an interactive relationship between the home and school.

Many successful financial, social, and enrichment programs have been sponsored so as to benefit our students. To continue its success, full cooperation and support of all parents is essential. This can be accomplished by attending all Home & School general meetings and by active participation in fundraising projects through the service contracts.

The Association also provides an opportunity for parents to become acquainted with one another.

An effective school is a community of learners and doers. We need all parents to join us in our endeavors to promote the cause of St. Mary's Prep, a vibrant Catholic school.

HOME & SCHOOL

MEMBERSHIP MEETING DATES

Tuesday	October 16, 2007 - 7:30 p.m.
Tuesday	January 29, 2008 - 7:30 p.m.
Tuesday	May 13, 2008 - 7:30 p.m.

HOME & SCHOOL OFFICERS

Pastor	Fr. Martin G. Glynn
Principal	Dr. Frank A. Calabria
President	Mrs. Ellen Pietrucha
Vice-President	Mrs. Adrienne Powlen
Recording Secretary	Mrs. Maureen Boulanger
Corresponding Secretary	Mrs. Kerry Bruscia
Treasurers	Mr. Nick DeLuna Mrs. Barbara DeLuna

