Bishop McHugh Regional Catholic School

Family Handbook

2026-2027 School Year

BISHOP McHUGH
REGIONAL CATHOLIC SCHOOL

Introduction

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

The Catholic School Environment

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

Human Sexuality

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

Authority of the Principal

The Principal has the sole and absolute discretion to interpret and apply any and all of the rules and provisions stated in this handbook in the manner the principal believes to be correct. Nothing in this handbook shall limit the principal's authority to interpret and apply these rules. The principal reserves the right to change and update this handbook and the school policies and procedures without prior notice. Every effort will be made to advise students and parents of such changes.

Mission Statement

Bishop McHugh Regional Catholic School offers a comprehensive educational experience for students in preschool through eighth grade. We empower children to become compassionate leaders who live and promote Gospel values through formal and personal prayer, liturgical experiences, and service to others.

Core Values

Lead one another to Jesus
Honor the dignity of all human life, made in the image and likeness of God
Live Gospel values and lives of virtue
Develop our gifts and talents as unique creations of God
Advocate for those in need
Seek the Truth
Persevere with humility
Serve each other and our communities

Profile of a Graduate

Pursue an enduring relationship with Jesus Christ and His Church
Commit to authentic membership in the faith community
Live lives of virtue that exemplify Gospel values as faithful citizens of the world
Exhibit courage, prudence, and good judgment in the face of adversity
Achieve worthy goals through discipline, perseverance, and patience
Excel academically and in the workforce
Think, speak, and write with clarity, purpose, and compassion
Serve others in big and small ways
Listen to others with humility
Lead their communities morally, ethically, and with integrity
Conquer a wide range of challenges and problems in life and in work
Work for justice in the world

School History

Before Bishop McHugh Regional Catholic School was established, the school was Saint Joseph School. Following is a brief history of Saint Joseph School and how it evolved into Bishop McHugh School.

Saint Joseph School opened its doors for the first time on Sept. 9, 1953 to 106 children. This included children from Woodbine, Stone Harbor, and Sea Isle City. The Sisters of Mercy from Merion, PA staffed the school. The school had double grades in each classroom with an all Sister faculty until 1966-1967 when three lay teachers were hired due to increasing enrollment.

In response to a growing need for additional space to accommodate a large number of summer visitors, an auditorium was built. In 1980, a kindergarten was added to the school. By 1990, students from St. Joseph's in Sea Isle City, Maris Stella in Avalon, and Our Lady of the Angels in Cape May Court House, as well as from Stone Harbor and Woodbine.

In early 1995, the Diocese of Camden made plans to build a new Regional School. The site of the school was to be on 23 acres of land previously given to the Diocese. This land was located in Dennis Township just three miles south of Sea Isle City. After much discussion, it was determined that Saint Joseph School would close and students would attend the new regional school.

In February of 2000, ground was broken for the Bishop McHugh Regional Catholic School. Over 250 people attended the groundbreaking ceremony. During Catholic Schools Week, approximately 205 students from Saint Joseph School registered for the new school. Another 135 additional students also registered for the new school.

The school is part of the Diocese of Camden, and is supported by the four regional parishes of Avalon/Stone Harbor, Cape May Court House, Marmora/Woodbine, and Sea Isle City. The school building is not located near a parish church; therefore the Bishop of Camden granted permission to have an onsite chapel in 2005.

Bishop McHugh School's leadership team consists of our Principal, Mrs. Carolyn Fries, the Board of Pastors and the Lay Advisory Board. The school also has a Parent Teacher Organization (PTO).

Today, Bishop McHugh Regional Catholic School is a preschool through grade eight regional school in Cape May County with a student centered curriculum grounded in the Gospel values. We are accredited by the Middle States Association of Colleges and Schools and follow state and national standards.

Use of School Logo and Colors

Use of the school logo or any image of the school is prohibited without prior approval. Approved use of fonts, colors, and design may not deviate from the school's brand guidelines. The use of the school name on a non-school-sponsored website, social media page, or any other written communication may not imply or state school approval (e.g., of products, services, events).

Admission and Enrollment

Admission Policies and Requirements

In placing their children in Bishop McHugh Regional Catholic School, parents are entering into a partnership with the school. If differences in philosophy and/or interpretation of policies should arise, every effort will be made to resolve those differences. It should be recognized that the Administration is responsible for safeguarding the interests and well-being of all of the students as well as the individual involved in the dispute. In the event that these differences cannot be satisfactorily resolved, the Administration reserves the right to require the parent/guardian to withdraw from the working partnership.

Open Admissions Policy

The Catholic schools of the Diocese of Camden have an open admissions policy. Any Catholic school can enroll any student from any parish or from no parish.

General Admission Requirements

Students who request admission to a Catholic school must be developmentally, academically, behaviorally, and socially prepared to meet the demands of the grade for which admission is sought. Students seeking admission to grades 1 - 8 must show evidence of successful completion of the previous grade.

The individual seeking admission of a child to a Catholic school must show identification and, if applicable, relevant documentation that he or she is the custodian of the child.

A civil birth certificate, evidence of required immunizations, and any other health information as required by the state of NJ for school enrollment are required for admission to all Catholic schools. Catholic students must provide a copy of the baptismal certificate and dates of the reception of the sacraments of First Communion, First Reconciliation, and Confirmation, if applicable.

The decision regarding who is admitted to the Catholic school at any grade, including pre-kindergarten, shall rest within the sole discretion of the parishes or school.

In the event that enrollment needs to be limited due to space or service limitations, priority will be given to Catholic students who are active members of their parish.

Pre-Kindergarten

- Children may be admitted to a three-year-old pre-kindergarten program at any time on or after their third birthday.
- Children may be admitted to a four-year-old pre-kindergarten program if they have turned four years old by September 30 of the school year in which they will participate in the four-year-old pre-kindergarten program.
- All children admitted to any pre-kindergarten program must be able to use the toilet without assistance. A school may admit a student to a pre-kindergarten program who is unable to use the toilet without assistance if the student has documented health or developmental condition and accommodating the condition does not place undue burden on the school.
- We recognize that transitions can cause occasional regressions; however, we expect all children to achieve consistent classroom independence by October 1.
- Definition of Independence: Students must be able to recognize the need to use the restroom, vocalize that need to a teacher, and independently manage their clothing and wiping.
- Support Period: If a child experiences frequent accidents before October 1, teachers will partner with parents to establish a consistent routine. Next Steps: If accidents persist past October 1, a meeting will be called to discuss whether the child is developmentally ready for the current program, which may include a temporary pause in attendance.

Kindergarten

- Children may be admitted to a Kindergarten program if they have turned five years old by September 30 of the school year in which they will participate in Kindergarten.
- Any child who will turn five years old after September 30 whose parents seek enrollment in Kindergarten must be examined by a recognized professional (approved by the Diocesan Schools Office) to determine his/her readiness for Kindergarten. A copy of the examination must be forwarded to the Diocesan Superintendent who will make a judgment on the report. The principal must have a letter from the Superintendent of Schools indicating that the child may be accepted.

Transfer Students

- Students who request admission to a Catholic school must be developmentally, academically, behaviorally, and socially prepared to meet the demands of the grade for which admission is sought.
- Students seeking admission to grades 1 - 7 must show evidence of successful completion of the previous grade.
- The individual seeking admission of a child to a Catholic school must show identification and, if applicable, relevant documentation that he or she is the custodian of the child.
- A civil birth certificate, evidence of required immunizations, and any other health information as required by the state of NJ for school enrollment are required for admission to all Catholic schools.

- Catholic students must provide a copy of the baptismal certificate and dates of the reception of the sacraments of First Communion, First Reconciliation, and Confirmation, if applicable.

Students with a Need for Supplementary Services
Students who require supplementary services to support their academic, social, or emotional needs may be admitted to a Catholic school if the school is able to provide for the student's needs. The need for services may be documented by test results, professional evaluation, or an existing Individual Education Plan (IEP) from a public school district.

The supplementary services must be documented in an Individual Service Plan (ISP) provided by a child study team. At the principal's discretion, supplementary services not documented in an ISP may be provided to the student in agreement with the parent in a Student Support Plan.

Students with a Need for Accommodations for a Medical Condition
Students who require accommodations for a medical condition may be admitted to a Catholic school if the school is able to provide for the student's needs without placing undue burden on the school. The need for accommodation must be documented by professional medical evaluation or an existing 504 Plan from a public school district. Any accommodations provided must be documented in a Student Support Plan agreed upon by the school and the student's parents or legal guardians.

Terms Of Enrollment
The decision regarding who is admitted to the Catholic school at any grade, including pre-kindergarten, shall rest within the sole discretion of the school.

Nondiscrimination Policy
Bishop McHugh Regional Catholic School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, or national and ethnic origin in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

Continuing Enrollment and Re-Enrollment
Enrollment and re-enrollment at Bishop McHugh Regional Catholic School are contingent upon the ongoing cooperation of both students and parents with the school's mission, policies, and expectations. As a Catholic school, we strive to create a learning environment rooted in the Gospel, Catholic teachings, respect, and academic excellence. To maintain this environment, continued enrollment is subject to the following conditions:

- Parents/guardians are expected to support the school's mission, uphold its policies and this Handbook, and maintain respectful and collaborative communication with faculty, staff, and administration.

- Students and parents/guardians must demonstrate behavior consistent with the values and expectations of the school community, including respect for others, self-discipline, and adherence to the school's code of conduct.
- Students are expected to maintain satisfactory academic progress. The school will work with families to support student growth, but significant or ongoing academic underperformance without evidence of improvement may jeopardize continued enrollment.
- If, at any point, the administration determines that a student's educational, behavioral, emotional, or social needs exceed the resources the school can reasonably provide, the school reserves the right to recommend or require withdrawal.
- Decisions regarding continued enrollment are made at the discretion of the administration and are final. Our priority is to ensure that every student in our care is in an environment in which they can flourish.

School Operations

Arrival
Students may arrive at school beginning at 7:30 AM. Students in grades K-8 will report directly to their homeroom. To ensure supervision and safety, students arriving at school prior to 7:30 AM must be placed in the Before Care program.

Bus Transportation
The school will design local procedures to be used daily as students arrive at school and are dismissed from school. These procedures will reflect the safety of the student as the primary concern.

Dismissal
Students will be dismissed at 2:30pm on Full Day schedule day and 11:45am on an Early Dismissal day. Any student that is not picked up within 10 minutes of the end of the school day will be sent to the After Care program, which will incur an additional fee.

Student Safety and Building Security

Child and Youth Protection
All employees and adults who volunteer at a school, including athletic coaches, must comply with all child and youth protection policies, practices, and procedures defined by the Diocese of Camden Office of Child and Youth Protection (OCYP). This includes required background checks and safe environment training.

Safety Drills and Procedures
Safety and security procedures, developed in conjunction with the New Jersey State Troopers, are in place. Students practice fire drills and other emergency preparedness drills as outlined by the state of New Jersey.

Emergency Communications
All communications in regards to emergencies, including closings, delayed openings, and during school hours will be communicated through the School Messenger system.

Procedures for Visitors (Including Parents)
All visitors and volunteers must check in the front office. During the check in process, visitors and volunteers will be required to sign in to our visitor/volunteer log and wear a green sticker. (See Volunteers and Chaperone section of this document for requirements for Volunteers).

Search Of Personal Property
To maintain a safe, orderly, and Christ-centered learning environment, Bishop McHugh Regional Catholic School reserves the right to inspect and search student belongings, including but not limited to backpacks, lockers, desks, electronic devices, and personal items brought onto school property or to school-sponsored events.

As a private institution, Bishop McHugh Regional Catholic School retains the authority to conduct such searches at any time, with or without prior notice, when there is reasonable cause or concern related to the health, safety, conduct, or well-being of the student or school community.

The school will notify parents if a significant issue arises from a search, or if disciplinary action is taken as a result.

By enrolling at Bishop McHugh Regional Catholic School, students and parents acknowledge and accept the school's right to conduct such searches as part of its duty to protect and promote a safe and faithful school community.

Discipleship And Formation

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

All students enrolled in Bishop McHugh Regional Catholic School participate fully in the Religion program.

Some of our religious activities are: First Friday Mass, Prayer Services, Retreats, Reconciliation, May Crowning, Stations of the Cross, and Service Projects.

Sacramental Preparation
All Catholic families are to inform Bishop McHugh Regional Catholic School of their parish affiliation. The reception of Reconciliation, First Holy Communion, and Confirmation are received at the parish where the family is registered.

Academic Program

Textbooks
Respect for property is considered an important characteristic of a student's development. Textbooks are loaned to the students; students are responsible for them. No writing or drawing in/on books is permitted. If a book is lost, destroyed, or defaced, payment by the parent/guardian must be made to cover the cost of the book.

Library Use
The student who checks out a book is responsible for it; that student cannot lend it to another for any reason. Each library book must be returned when due in the same condition as when issued. If a library book is not returned when due, it should be returned the next school day. Every library book must be returned , or its replacement cost must be paid. Any child who does not comply with this request will not be permitted to borrow books for the rest of the school year.

Physical Education
All students are required to participate in the Physical Education program unless a written excuse from a parent/guardian is presented to the Physical Education teacher on that particular day. If a student is to be excused for more than two classes, a written excuse from a physician must be presented to the school nurse stating the specific time period the student is to be excused. A written assignment may be given to a child if he/she is not permitted to participate in gym. This is done to allow the student to learn and demonstrate his/her knowledge of a pertinent topic and to provide a basis for grading the student.

A proper gym uniform must be worn on gym days. Points will be deducted from a child’s grade for the following reasons: improper uniform (including but not limited to sweatpants, shirt, or socks), lack of participation, lack of attention, unwillingness to participate in any activity prescribed as part of the physical education class.

Grading Scale

Major Subjects (Grades 3-8)

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

Minor Subjects (Grades 3-8)

Excellent	E
Good	G
Satisfactory	S
Needs Improvement	NI
Unsatisfactory	U

Major Subjects (Grades 1-2)*

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

*The above do not equal the typical A, B, C letter grades. It is rare that a child would receive higher than a G since most of the students are learning grade level material.

Minor Subjects (Grades 1-2)

Exceeds grade level expectations	E
Passes grade level expectations	P
Fails grade level expectations	F

Academic Honors

First Honors

- Student achieves a final grade of 93 or above in each subject
- Student has no disciplinary notices or principal referrals during the quarter
- Student receives an E or G in all Special classes
- Student has not missed more than one homework assignment

Second Honors

- Student achieves a final grade of 85 or above in each subject
- Student has no disciplinary notices or principal referrals during the quarter
- Student receives an E or G in all Special classes
- Student has not missed more than one homework assignment

Homework Policy and Time Allotment

Homework assignments are an extension of a student's learning experience. Homework fosters habits of independent work-study, to reinforce learning that has taken place in school, and to bring home and school together. Each teacher sets up his/her own policy for home assignments. Parents should provide a good study atmosphere, set a definite time for homework each day, and check the homework to ascertain that it has been completed. It is important; however, that parents recognize that homework is the student's responsibility; they should not assume that responsibility for the child. Furthermore, parents must not complete the homework for the student, including paper/pencil and Google Classroom assignments; this is a form of cheating. If there is a problem about assigned work, parents should contact the teacher directly.

The following time allotments include both written work, study assignments, and reading*:

- PreK and Kindergarten: 15-20 minutes (reading at home)
- Grades 1 and 2: 30 minutes
- Grades 3 and 4: 60 minutes
- Grades 5 and 6: 90 minutes
- Grades 7 and 8: 120 minutes

The school realizes that teachers, students, and subjects vary. The objective is not time, but the extension of learning beyond class time.

All written assignments should be completed neatly and legibly. No assignment, projected by the teacher to take a few days/weeks, can be done overnight or in one weekend. Rather students should approach long-term assignments by evenly distributing the work over a period of time and not procrastinating until the due date. These time-management skills provide vital training for the future. Parents' signatures on homework are at the discretion of the individual teacher. The teacher reserves the right to detain students during recess for the purpose of completing assignments not submitted.

At Back to School Night each school year, classroom teachers will share the different ways that students and parents can view nightly homework, which may include Google Classroom and/or an assignment book.

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

Homework Illness Policy

In the event of absence or suspension, all homework and missed assignments are to be made up. For short absences, students should make arrangements with classmates, check

assignments online or obtain them when they return to school. If a student is absent, parents may call the main office for homework before 10 AM. Home work may be picked up in the main office after 3 PM.

Homework Vacation Policy
Parents are strongly discouraged from planning vacations during the academic year. While family time is certainly valuable, interruption in the educational process places a burden on the child to learn and make up the required schoolwork. Prior to the extended absence, the school must be notified. Schoolwork will not be given to the student prior to their vacation as this work is a follow-up to the teacher's instruction. It is the responsibility of the student, upon returning, to meet with the teacher/teachers to discuss plans for making up all missed work and tests. It is also the responsibility of the student to make up the missed work within a week of returning.

Assessment
Each teacher has his/her own manner of testing and returning papers. Please refer to the information shared at back to school night. In addition, scores for students in grades 3-8 are posted online in PowerSchool SIS. It is the parent's responsibility to follow-up with the teacher if there are questions and concerns about student progress.

Students in grades 6-8 are given cumulative assessments in January (midterms) and at the end of the school year (final exams) in all major subjects to determine the level of proficiency the student has achieved. These exams are not weighted more than any other tests but give students an introduction to expectations found in middle school, high school, and college.

No more than 2 tests can be given in a day and no classroom testing may occur on the day of a STAR assessment. No written homework will be given during midterms and finals to allow for ample study time.

Student progress is also assessed through alternative means such as homework, reports, projects, quizzes, workbook pages, and/or oral assessments. Please refer to the information that each teacher has shared to determine how alternative assessments are used and graded in your child's class as this varies from teacher to teacher.

Parent/Teacher Conferences
Parents and teachers are partners in the education of the child; therefore, conferences are an integral component of Bishop McHugh Regional Catholic School. Conferences are held formally once a year in November (near the distribution of the first report card). In addition to the yearly conference, other conferences may be held at the request of the parent or teacher and require an appointment time.

Progress Reports
Progress reports are issued as needed throughout the marking period. Once a child's average falls below a score of 77, a progress report may be sent to the parent by the teacher. However,

parents have access to student grades through PowerSchool SIS and are expected to monitor their child(ren)'s progress on a regular basis.

Report Cards
Students receive four (4) report cards each school year in grades 1-8. Report cards will be emailed home via the PowerSchool SIS system to parents/guardians.

At parent/teacher conferences in November, Kindergarten parents/guardians will receive information regarding their child's progress during the first marking period. Report cards will begin for the second marking period at the end of January.

Standardized Testing
All students in grades 1-8 will take the Star Assessment for Reading and Math three times a year. Kindergarten will take them beginning in January. Students in grades 1-3 will also take the Star Phonics assessment. These assessments enable teachers to assess the strengths and challenges of their students and help them plan better to meet the needs of all their students throughout the school year. The progress on the Spring assessment will be used to determine if students qualify for Chapter 192 Compensatory Education Services.

It is imperative that students are in attendance and well rested for each day of the assessment; no vacations nor appointments should be scheduled during the assessment windows.

Parents/guardians will receive a copy of the Parent Report at the fall parent/teacher conference. At the end of the school year, parents/guardians will receive a copy of the Annual Progress Report. Should parents wish to receive their child's winter scores, they must make the request with their child's teacher.

Academic Support
Our school is committed to supporting the individual learning needs of all students in alignment with our mission to educate the whole child. To assist students in reaching their fullest potential, we offer a range of support that may include Individual Service Plans (in lieu of Individual Education Plans), Act 192/193 Services, Student Support Plans, classroom interventions, and speech services. These resources are designed to provide targeted assistance and promote academic, social, and personal growth within a caring and faith-filled environment.

Promotion or Retention
At the end of a school year, the promotion of a student to the next level is considered the norm. The school will determine a student's risk of retention based on relevant factors, such as but not limited to, assessments, report card grades, standardized assessments, student developmental level, attendance, or other factors.

Students must receive a final grade of 70% in all subjects to be promoted to the next grade. Those students who fail a course at the end of the year must remediate the failure over the summer at their own expense.

A student with two failures at the end of the school year may be considered for retention based on other academic and developmental factors. If a student has more than two failures at the end of the year the school may dismiss the student.

In order for a student to be promoted to the next grade, courses must be remediated through an accredited summer school or by a certified tutor approved by the school. The tutor or the instructor may not be the student's teacher from the failed course. The student is required to provide proof of successful completion of the remediated course to the school immediately upon completion. Students will receive the lowest passing grade (70%) as a final grade on the report card after successful completion of the remediated course.

Eighth-grade students who would be dismissed under this policy will be permitted to attend summer school to remove the failures and be able to receive a diploma after receiving a passing grade.

Eighth Grade High School Visitations
Diocesan policy allows for two high school visits for eighth grade students. Wildwood Catholic Academy and Holy Spirit High School schedules these dates. It is expected that all other high school visits are scheduled on a day that BMRCS is not in session.

Field Trips
Educational field trips are an outgrowth of education, contributing to the total education of the child. Field trips are planned and organized by the classroom teachers. While such trips are educationally beneficial, they are also a privilege. No student has an absolute right to a field trip. Though rare, students may be denied participation if they fail to meet academic or behavioral requirements (major infraction or repeated minor infractions). The administration must be reasonably sure that students will respect authority, follow directions, and represent the school in a positive light while participating in class trips.

Student cell phones will not be permitted on any school sponsored field trip. Students are required to travel to and from the class trip on the bus.

No student may go on a field trip if his/her permission form has not been returned and signed by a parent/guardian. If a student is not attending a field trip for any reason, he/she is expected to report to school.

Field trips are for students in the grade(s) sponsoring the trip; students from other grades may not attend. Please keep in mind that the students are to enjoy this as a class trip with classmates.

The number of chaperones will be determined by the teacher. All chaperones must have completed all steps of the Diocesan Safe Environment policy.

Student Attendance and Records

Attendance

Parents/guardians are responsible for the faithful attendance of their children at school. Each student is expected to attend school every day (on time for the full day) that school is in session. Regular school attendance plays an extremely important role in a child's success in school and the development of consistent and regular study habits.

A student will be recorded as present if the student attended school for 60% or more of a school day and absent if the student was not present in the school building on that day. A student will be recorded as present for a half day if present for fewer than 60% of the school day. A student is considered absent if they are not in the school building or on a school related trip supervised by school personnel.

All absences count as days not in school. Some are excused, but are counted as absences. Students who have 18 or more absences from school are in danger of not being promoted to the next grade, which may require summer school. Excessive absence cases will be reviewed and decided by the Principal.

Students who are absent, or who leave early from school, may not attend any school functions scheduled for that day or evening.

Reporting

Illness

- Parents must notify the school no later than 8:15 AM each day that a student is absent. Calls (and symptoms) may be left on the answering machine. In addition, parents are to send a note, with their signature, when the student returns. This note must state the reason for the absence and the dates involved.
- If a student is absent three (3) or more consecutive days for illness, a doctor's note is required in addition to parental call and note.
- If a parent would like homework to be prepared for your child, please request this when calling the main office. Homework may be sent home with another student or may be picked up in the vestibule after 3:00 PM.
- Any student who is absent is responsible to report to his/her teacher upon return to school to request make-up work. This is in addition to homework assignments. If students wish to be credited for their work, it must be presented to teachers upon completion. Students will have one day for each day absent to make-up work.

- In regards to missed tests/quizzes, the student will ask his/her teacher for a convenient time to complete the test/quiz. The teacher will arrange the time. No marked tests will be returned to the class nor entered into the online gradebook until the missed test/quiz is complete.

Vacation

A vacation while school is in session is discouraged. The faculty cannot be responsible for teaching your child if he/she is not in school.

- Parents are strongly encouraged to plan vacations around school holidays.
- Parents must notify the principal and teacher(s) of the vacation at least one week in advance of the vacation.
- Assignments and homework cannot be given before the departure as teachers develop lessons in response to daily pacing and student need.
- It is the parent's responsibility to remind their child to report to his/her teachers upon their return for missed work.
- Students will have one day for each day absent to complete missed assignments.

Family Emergency

- Parents must notify the school no later than 9:30 AM and supply a note upon the student's return to school.

Lateness

Students are to be present by 7:50 AM. If a student arrives after morning prayer (7:50 AM), a late slip is to be obtained at the school's main office. Repeated lateness is disruptive and is considered a serious offense. Parents are urged to see that their children are on time to school each day.

Students who are late to school 24 times or more may be required to make up the time during the summer. Excessive absence cases will be reviewed and decided by the Principal.

Early Dismissal

Appointments should be scheduled outside of the school day. Parents should not ask for their students to be released from school except for an emergency. Such a request should be in writing, accompanied by a doctor or dentist note and submitted to the homeroom teacher, who will in turn send it to the main office. When there is a need for early dismissal, call the school ahead of time. The pickup person will be required to be listed in the student information system as a designated pickup person and required to show their driver's license when arriving. The pickup person will also be required to sign the student out and provide a reason.

A student will be recorded as present if the student attended school for 4 or more hours on a school day and absent if the student was not present in the school building on that day. A

student will be recorded as present for a half day if present for fewer than 4 hours on a school day.

If a student fails to come to school and the school has not received any information from the parent/guardian, the school will call the parent/guardian. If the parent/guardian has not responded to the school and the school believes the child may be in danger, the school should contact the Department of Child Protection and Permanency.

A student who is absent from school may not participate in an athletic or extracurricular event or practice for that day or evening.

Students leaving more than one hour early will be marked absent for half the day.

Release Of Child
Any time a parent alters the method (mode of transportation, time, or responsible party) in which the student will leave school, the parent must inform the school in writing of the departure change, or there must be a written record of the change.

School staff must ask for and receive proper identification before releasing a student to a designated person other than the custodial parent. Proper identification means, for example, a driver license or other photo identification.

The school will release the student when the parent or designated person has arrived at the school office to transport the student. In the case of an early release, the parent or designated person will sign the school's early release document before the child is released from the school.

A student may not be released to an older sibling unless specifically authorized to do so by the custodial parent(s).

Any time a parent alters the method (mode of transportation, time, or responsible party) in which the student will leave school, the parent must inform the school in writing of the departure change, or there must be a written record of the change.

School staff must ask for and receive proper identification before releasing a student to a designated person other than the custodial parent. Proper identification means, for example, a driver license or other photo identification.

Transfer of Records
The transfer of records will not be made until all financial obligations to the school have been fulfilled.

Code of Conduct and Discipline

Student Code Of Conduct

PRESCHOOL-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 parents. 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.

- Encouraging children to use their words when having a disagreement with another child.
- Redirecting behavior when this seems potentially effective.
- Separating a child from the group.
- Counseling children individually about their behaviors.
- 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 Catholic 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.

Bishop McHugh School imposes various disciplinary consequences. This section of the handbook lists some of the actions that may result in disciplinary consequences and the types of consequences typically imposed. The principal reserves the right to determine the seriousness of any infraction and to determine the appropriate course of action. The principal has the authority to impose different or additional penalties and to impose penalties for offenses that are not listed specifically in this handbook, when the principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission, or its educational objectives.

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 an oral warning. Continued occurrence will result in loss of privilege and parental notification.

Detention also may be used as an initial recourse. The teacher may issue a detention for behavioral infractions including, but not limited to, non-adherence to class rules, being dishonest, or for showing disrespect to a teacher, staff member or peer. Parents will be notified orally and/or in writing if their child receives a detention. A student who receives detention may be prohibited from participating in extracurricular activities on the day of the detention.

If two detentions are received in a school year and/or if there are frequent behavioral infractions, a serious concern, or for other good reason, the student and the student's parents may be required to participate in a conference with teachers and administration. In this meeting, a written agreement may be required with recommendations developed and agreed upon in order to prevent a repeat situation.

Any student receiving three detentions or exhibiting behavior that creates a safety or health hazard will be immediately suspended. If a suspension is received, appropriate re-admittance procedures must be followed (i.e., follow-up conference with administration).

If there is reason to believe that a student poses a possible threat to self or others, the student may be excluded from school immediately, pending professional evaluation and assurance that the student does not pose a threat to self or others. Re-admittance may be conditioned on appropriate follow-up, such as counseling, and is at the discretion of the administration. In addition, the principal may inform the local police in accordance with the school's Memorandum of Agreement with Law Enforcement. The student will be excluded from the school environment and all extracurricular activities until a) all police activity has been completed, and b) the parents arrange for the student to be interviewed by a licensed mental health professional if necessary, and c) the parents present a letter from the mental health professional to the school indicating that the student is not a threat to harm himself/herself or others. In addition, the student who was in possession of a weapon or made the threat will receive disciplinary action, which may include suspension, or expulsion.

If a student is suspected of being in possession of or under the influence of drugs or alcohol, the student may be excluded from school immediately. A drug test or other professional medical evaluation may be required. Re-admittance may be conditioned on appropriate follow-up, such as counseling, and is at the discretion of the administration.

Serious Disciplinary Matters:
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 plagiarism
- Physical violence
- Physical or verbal intimidation
- Harassment
- Vandalism or theft
- Failure to conform to dress code after repeated warnings
- Inappropriate or disrespectful language
- Bullying
- Leaving the classroom or school building without permission
- Failure to return to class in a timely manner
- Receipt of school bus referral(s)
- Flagrant rudeness or insubordination
- Distributing or sharing inappropriate pictures or written materials

Behaviors that may result in immediate expulsion include, but are not limited to:
- Possession, use, or distribution of tobacco, drugs, cigarettes or alcohol
- Possession of weapons
- Violence resulting in physical injury

Suspension may be for anywhere from 1-5 days, depending on the severity of the infraction and the student's disciplinary history. If, in the judgment of the school principal, the student's action warrants removal from the school community for a period of time, either through an in-school or out-of-school suspension, the parents or guardians are to be notified. This includes a conference between principal and parents followed by a letter confirming the school's intent. Following suspension, parents or guardians are to be interviewed by the appropriate school official. Students removed from the school community cannot be readmitted until the parental interview takes place. Parents are to sign a formal agreement in which they signify their understanding of the problem and agree to assume responsibility for the student's future behavior.

Repeated or continuing minor infractions may also result in expulsion.

Expulsion of a student may occur for extremely grave infractions of school regulations; for continued undesirable conduct detrimental to the moral or physical safety of other students; or for continued and malicious disobedience to or disrespect for duly authorized authority. Once expelled, a student may not be re-admitted to the school during the current school year.

Consequences, up to and including suspension or expulsion, may be imposed due to: moral turpitude behavior contrary to Catholic moral principles saying derogatory things about the Catholic Church

The principal reserves the right to determine the seriousness of the offense, necessary, in consultation with the Board of Pastors.

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

- The above discipline categories do not cover every possible situation.
- The Principal has the right and the authority to administer different or additional consequences and to administer consequences for offenses that are not specifically listed in this handbook, when the Principal concludes that the conduct or behavior is harmful to the good order and discipline of the school, its religious mission, or its educational objectives.
- Conduct by students incompatible with the educational and religious mission of the school is grounds for disciplinary action, including, but not limited to the dismissal of the student.
- The administration reserves the right to discipline students for off-campus conduct, if that conduct is in any way associated with teachers, staff or students of Bishop McHugh Regional Catholic School, where the behavior is contrary to Catholic teachings, or could bring disrepute, embarrassment, or disruption to the school.
- Parents are expected to collaborate with and support school personnel in matters of discipline and comply with disciplinary action.
- The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his or her discretion.

Uniform Dress Code

Bishop McHugh Regional Catholic School believes that an appropriate dress code is important in educating our students. Neatness and cleanliness in personal attire are part of a children's education and the responsibility of the parents. When a child looks and feels good about him/herself, he/she acts and works accordingly.

The complete school uniform is required for each student every day. Uniforms are to be worn to all field trips and other school-related trips, unless otherwise specified by the principal. Any student not in compliance with the dress code will receive a formal warning. If at any time during the year an exception in uniform is necessary, a note of explanation must be sent to the

child's teacher who will forward it to the principal. This note should indicate the expected date by which the uniform will be complete.

Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval are at the discretion of the principal.

General Rules:

- All students must wear Bishop McHugh Regional Catholic School uniform pieces with embroidered logos.
- Uniform pieces must be labeled with the student's name.
- Boys and girls may not wear non-religious necklaces, bracelets, or rings.
- Girls may wear post earrings. No dangling earrings (extension below the earlobe) are permitted. Boys may not wear earrings.
- Girls may wear clear or neutral nail polish; colored nail polish is not permitted. Boys may not wear nail polish.
- No students may wear make-up.
- Out of courtesy for those who suffer from allergies, no hair spray or strong lotion/perfume may be worn.
- Students may not have tattoos.
- Boys' hair must be kept trimmed and above the eyes and collar. Girls' hair must be neat and out of the face. Older boys are to be clean-shaven at all times. No hair dye, hair extensions, feathers, scarves, head coverings or thread wrappings are permitted. Hair accessories are limited to green or yellow barrettes, ponytail elastics, and headbands.
- All shirts must be tucked in at all times.
- Only the neckline of a plain white undershirt may be visible under the shirt.
- Belts must be worn with pants or shorts by boys in grades 2-8.
- Sneakers (for gym class and preschool) should not have lights, wheels, or make sounds of any kind.
- Girls' uniform jumpers/kilts must be at least fingertip length.
- The gym T-shirt may be worn under the gym sweatshirt.
- Only uniform sweatshirts (crew or zipper) may be worn with the gym uniform; other BRMCS spirit wear is not part of the school uniform. On non-gym days, the uniform sweater is to be worn with the fall/spring and winter uniform on cool days. (The sweatshirt is for gym days only.)

Dress Code Violations:

- Parents will be contacted by school personnel to provide the correct uniform for their child.
- After three violations, a student will serve detention.
- Violations will be noted on the report card under General Conduct (i.e. should follow directions and should respect authority).

For uniform purchase, please use one of the three options below:

- Flynn and O'Hara: 800-441-4122, Fax: 215-637-6392; www.flynnohara.com
- Lands' End: Bishop McHugh Uniforms by Lands' End; Lands' End School Rewards Program
- BMRCS Uniform Exchange: Please call the school prior to arrival.

Uniform Quick Reference Guide

*Uniform requirements subject to changes.

Fall/Spring Uniform September 6 to October 31 (Fall) April 15 to June 17 (Spring)	Winter Uniform November 1 – April 12
PreK 3-4*	
• Gym uniforms are required. • Sneakers suitable for activity.	• Gym uniforms are required. • Sneakers suitable for activity.
Gym Uniform* (Grades K-8)	
• Gray T-shirt with BMRCS logo • Hunter green mesh shorts • White crew socks • Sneakers (no high-tops)	• Hunter green sweatshirt with BMRCS logo (crew or zipper) • Hunter green sweatpants • White crew socks • Sneakers (no high tops)
Girls* (Grades K-5)	
• Khaki uniform walking shorts (or skort) with black or brown belt (uniform pants may also be worn) • White or hunter green monogrammed golf shirt (white or hunter green • Crew Socks (must cover ankles) • Primarily White Sneakers (no high tops)	• Hunter Green Plaid school jumper • White oxford button-down collar shirt • Hunter green socks or tights or knee socks • Hunter green cardigan sweater with school logo • Black or brown shoes with non-scuff soles (no sneakers), TOMS (classic canvas style: chocolate brown) • Option: Khaki uniform pants with black or brown belt
Boys* (Grades K-8)	
• Khaki Uniform Walking shorts with black or brown belt (uniform pants may also be worn) • White or hunter green monogrammed golf shirt (white or hunter green) • Crew socks (must cover ankles) • Primarily White Sneakers (no high tops)	• Khaki uniform pants with black or brown belt • White oxford button-down collar shirt • School Tie • Hunter green pullover sweater with school logo • White or hunter green crew socks • Black or brown shoes with non-scuff soles (no sneakers), TOMS (classic canvas style - chocolate brown)
Girls* (Grades 6-8)	
• Khaki Uniform Walking shorts (or skort) with black or brown belt (uniform pants may also be worn) • White or hunter green monogrammed golf shirt (white or hunter green • Crew socks (must cover ankles) • Primarily White Sneakers (no high tops)	• Hunter green plaid school kilt • White oxford button-down collar shirt • Hunter green pullover sweater with school logo • Hunter green tights or knee socks • Black or Brown shoes with non-scuff soles (no sneakers, clogs, or platforms; TOMS (classic canvas style: chocolate brown) • Option: Khaki Uniform Pants with black or brown belt

*In cold weather, girls are permitted to wear pants under their uniform to and from school or during outdoor recess. These must be removed during the rest of the school day.

Dress Down Days/NUT Cards

Dress down days occur occasionally throughout the year. These days are a special privilege, subject to proper attire, and warrant everyone's full cooperation. Any student not following the guidelines will be required to call home for a change of clothes. It is the parent's responsibility to make sure that their child is dressed appropriately.

At these times the dress code detailed below is in effect:

- Casual does not mean sloppy. Clothing is to be clean, neat, presentable, modest, and in good taste.
- T-shirts with words or images deemed inappropriate by school staff are not permitted.
- No transparent clothing may be worn.
- Midsections, backs and shoulders must be covered. All tops must be short sleeves or longer. Scoop or V necked tops must not be too low.
- Leggings may only be worn with a longer top at least fingertip length.
- Shorts must be Bermuda length, slightly above the knee, or longer. Capris are also an option for girls. Skirt length requirements mirror those of the regular uniform.
- Pajamas are not acceptable at any time.
- No frayed, ripped or tattered clothing is permitted.
- No hats or bandanas.
- Shoes must be flat and have a backing or strap at the heel for safety, especially at recess.

The Principal reserves the right to determine the appropriateness of any clothing. Any student with inappropriate clothing will be required to call his/her parent/guardian for a change of clothes. The student will be required to wear the regular school uniform on the next dress down day or will be restricted from the next after school activity.

Responsible Use Policy for Technology

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 cyber bullying 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 document 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 e-mail, 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. E-mail communication can easily be shared with others for whom the communication was not intended.

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 like 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.

ACCEPTABLE USE POLICY FOR TECHNOLOGY AVAILABLE AT SCHOOL (STUDENT)
The Technology available at Bishop McHugh Regional 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 administrators 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).

The use of our school's technology, including Internet use, is a privilege, not a right.

Social Media Policy for Students

Students are expected to use technology and social media responsibly and in a manner consistent with the mission and values of our Catholic school and the Diocese of Camden. Online behavior, whether on or off school grounds, should reflect respect for the dignity of every person and uphold the principles of honesty, kindness, and integrity. Posting or sharing content that is inappropriate, hurtful, threatening, or inconsistent with Gospel values is strictly prohibited. Students must understand that their digital actions have real-life consequences, and any misuse of social media that affects the school community may result in disciplinary action in accordance with diocesan and school policies.

Electronic Devices and Cell Phones

Cell phones may not be used for text messaging, game playing, internet or email access, making purchases, picture or video taking, or harassment of another person on the campus of the school. Cell phones must be turned off and remain in the backpack of the student.

Audio/Video Recording By Students
Non-staff use of any type of camera or video or audio recording device, including cameras and microphones integrated into cell phones or other personal devices, on the school campus during the school day, is strictly prohibited. A violation of this policy may result in the device being confiscated and will result in disciplinary action including removal from the School.

Bullying/Harassment Policy

Introduction
The Diocese of Camden and the Catholic Schools Office believe that each Catholic school in the Diocese of Camden must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing a Catholic educational environment that permeates all aspects of its daily life and operations.

Each student should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that we do our best to provide a safe, positive and productive educational environment where each student may be afforded the opportunity to achieve his or her maximum potential, without being subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying, Retaliation and other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Pastors, principals, faculty, and other employees are expected to demand that all students treat each other with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, the Bullying Prevention Policy ("Policy") has been duly promulgated by the Roman Catholic Bishop of Camden ("the Bishop") to apply to all Catholic Schools of the Diocese of Camden and all Parish Schools located within the Diocese of Camden, as well as to all other schools to which the Bishop or a pastor or group of pastors has authority to appoint or approve governing officers or administrators.

Definitions

For the purpose of this Policy, the following definitions shall apply:

Aggressor means a student who engages in Bullying or Retaliation.

Bullying is the repeated use, by one or more students, of written, oral, or electronic expressions or physical acts or gestures of any combination thereof, with the intent to ridicule, harass, humiliate or intimidate the victim, directed at a Target, which a reasonable person should know would have the effect of:

- causing physical or emotional harm to the Target or damage to the Target's property;
- placing the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- causing the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or
- materially and substantially disrupting the educational process or the orderly operation of a school.

An isolated incident, however egregious, is not bullying. Numerous acts of misconduct against different students do not constitute bullying. Such conduct may warrant disciplinary action, but is not bullying.

Cyber-Bullying means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- Wire
- Radio
- Electromagnetics
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or message, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more people, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

Plan means the Bullying prevention and intervention plan established by the school.

Retaliation means any form of intimidation, reprisal or harassment directed against a student who reports Bullying or provides information during an investigation of Bullying.

School Grounds means property on which the school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

Staff means all employees of the school or parish and other individuals who receive stipends from the school or parish.

Target means a student against whom Bullying or Retaliation has been perpetrated.

Prohibition against Bullying and Retaliation

Bullying is prohibited:

- on School Grounds;
- on property adjacent to School Grounds;
- at any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- at a school bus stop;
- on as school bus or any other vehicle owned, leased or used by the school; or
- through the use of technology or an electronic device owned, leased or used by a school

Bullying by students is also prohibited at other locations and through other means if it:

- causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the Target's education; or
- materially and substantially disrupts the educational process or the orderly operation of a school.

Nothing contained in this Policy or in any Plan shall require a school to monitor any non-school related activity, function or program.

Prevention and Intervention Plan

The principal (or the individual who holds a comparable position) (herein, the "Principal") of each school shall be responsible for overseeing the development of a prevention and intervention plan in consultation with others, which may include Staff, school volunteers, community representatives, local law enforcement agencies, students, parents and guardians. The Plan must comply with the requirements of this Policy.

The Plan shall include, but need not be limited to:

- definitions of Bullying and Retaliation as contained in this Policy;
- prohibitions against Bullying and Retaliation;
- clear procedures for students, Staff, parents or guardians and others to report Bullying or Retaliation;
- the range of disciplinary actions that may be taken against an Aggressor for Bullying or Retaliation; provided, however, that the disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior;

- a provision that a student who knowingly makes a false accusation of Bullying or Retaliation may be subject to disciplinary action;
- a strategy for providing counseling or referral to appropriate services for Aggressors and Targets and for appropriate family members of such students;
- provisions establishing a Bullying prevention program or curriculum;
- provisions for informing parents and guardians about the Bullying prevention program or curriculum of the school.

A provision for ongoing professional development to build the skills of all Staff members, including, but not limited to, the Principal, educators, faculty, other staff, athletic coaches, advisors to extracurricular activities, and volunteers, to prevent, identify and respond to bullying. The Plan shall be reviewed and updated at least every three years.

The Principal is responsible for the implementation and oversight of the Plan within his or her school.

Reporting

Any Staff member who witnesses or becomes aware of Bullying or Retaliation shall report the incident(s) immediately to the Principal or to the Staff member designated in the Plan as responsible for receiving such reports, or to both the Principal and such designee.

Investigation

Upon receipt of such a report, the Principal or his or her designee shall promptly conduct an investigation.

Investigation of Complaint

Once a complaint has been reported, the Principal or his or her designee shall promptly investigate to determine if bullying has occurred. The Principal will review the disciplinary history of the student(s) accused for indication of a pattern or past history of similar behavior. A written report of the investigation shall be prepared when the investigation is complete. The report shall include findings of fact, a determination of whether acts of Bullying were verified, and, when acts of Bullying were verified, the disciplinary action taken and any non-disciplinary action provided or recommended to the parents or guardians.

Retaliation

Retaliation against a person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying shall be prohibited.

Disciplinary Action

Once the investigation is complete, the Principal or his or her designee shall determine the consequences for the Aggressor(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. While conduct that rises to the level of bullying will generally warrant disciplinary action against the students responsible for bullying, whether to impose disciplinary sanctions and what sanctions to impose in a particular case are matters within the professional discretion of the Principal or his or her designee. It is the goal of the school to have students achieve redemption, learn, and stop bullying.

Disciplinary action for children in preschool and kindergarten will generally be handled by the child's teacher working with the student, the student's family and the Principal (as needed). These children are very young and are learning social skills.

Non-disciplinary Intervention

When Bullying is identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of Bullying, its prohibition, and their duty to avoid any conduct that could be considered Bullying.

Training

Annual training on the Plan shall be provided for Staff and, at the discretion of the Principal, for volunteers who have significant contact with students.

Publication and Notice

At the beginning of each school year, the Principal or his or her designee shall provide notice to the Staff of the Policy and the Plan. Relevant student-related sections of the Plan shall be included in the school handbook provided to the students and their parents or guardians each year.

The Plan shall be posted on the school's website.

Notifications

If the Principal or his or her designee determines that Bullying or Retaliation has occurred, he/she shall:

- notify the local law enforcement agency if called for by the Memorandum of Agreement with Law Enforcement;
- notify the parents or guardians of the Aggressor; and

- notify the parents or guardians of the Target.

The specific disciplinary consequences imposed on the Aggressor will not be disclosed to the parents or guardians of the Target, unless required by law.

If Bullying or Retaliation involves students from other schools, and the Principal identifies those students and their schools in the course of the investigation, then the Principal or his or her designee shall notify the appropriate administrator of the other schools of the incident so that the other schools may take appropriate action.

Student Assistance

Each school shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students (both Targets and Aggressors) affected by Bullying or Retaliation, as necessary.

Photograph, Video, And Media Authorization
At the beginning of each school year, parents/guardians may give permission to the school to allow their child(ren) to be photographed and/or interviewed for the media and any school or parish publications, including but not limited to, press releases, bulletins, newsletters, brochures, videos, computer images, social media and web pages. In doing so, parents/guardians waive, release, and forever discharge any and all claims that may have with respect to the use of the said image(s) by the Diocese of Camden, New Jersey; Bishop McHugh Regional Catholic School, and their respective agents, servants, employees, officers, trustees, administrators, and volunteer

Student Services

Student Health
If a child becomes sick or is injured at home, parents/guardians must see to his/her treatment before the child comes to school. Visits to the Health Office during class hours are for emergency treatment only.

Screenings
Throughout the school year, vision, hearing, height/weight, blood pressure, body mass, color perception, and scoliosis (based on required age) screenings will be conducted by the school nurse. If you choose to have your own physician perform these screenings, please notify the school nurse and provide her with the copy of the results.

Immunizations
Students are required to have all immunizations required for school attendance by the

State of New Jersey. Medical exemptions are allowed with a written statement provided by the child's physician. The statement must declare that the required vaccine is injurious to the child's health or poses a significant risk to the health and well-being of the child. Medical exemptions are reviewed annually.

Bishop McHugh Regional Catholic School will review requests of parents for religious exemptions from immunization if the parents submit a letter describing that their request is a matter of informed conscience for them. The pastor will make the final determination as to whether a religious exemption is warranted.

Allergies
The Health Office must be notified of all allergies. This notification must include an Action Plan from the student's physician.

Medication Policy
All medication, prescription or over the counter, must be kept in the Health Office. A Medication Request Form must be completed, signed by a physician and parent/guardian, and kept on file in the Health Office.

- No student will be permitted to carry medication while in school. Emergency medications are the only exception and must be approved by the prescribing physician, principal and school nurse.
- Over the counter medications must be brought to school in an unopened container with the student's name written on it.
- Prescription medications must be in the pharmacy container with the pharmacy labeled attached.
- The nurse will not give any medication that does not follow these guidelines.

Student Mental Health
A part-time school counselor is available for both students and parents to communicate and share concerns.

Extended Care And After School Programs
Bishop McHugh Regional Catholic School offers a BeforeCare and AfterCare program for students in all grade levels. BeforeCare operates from 7:00-7:30 AM each morning. AfterCare operates from 2:30 - 5:30 PM each afternoon.

Refer to the school and extended care calendars for the schedule. Please note that extended care is not available on certain early dismissal days nor late arrival mornings.

Student Life

Extracurricular Activities
Students are encouraged to join and participate in any school extracurricular activities. Such activities help in the total development of the child.

Participation in extracurricular activities is a privilege. Students must be cooperative and well-behaved during the year. Adherence to code of conduct applies to all extracurricular activities. Should unsatisfactory conduct occur, a student may be suspended from all activities until improvement is shown and teachers/coaches agree to restore the privilege.

Please make sure all homework requirements are completed; participation in activities is not an excuse for not doing nightly homework assignments.

If a student is absent from school, he/she is not permitted to attend an extracurricular activity, practice, game, or school event.

If a student is failing a subject, he/she will be suspended from the activity. The student will be monitored weekly. When the student shows improvement in the subject, he/she will be able to continue in the chosen activity. Involvement in an extracurricular may also be suspended for unsatisfactory behavior.

Supervision
Students must be supervised at all times at after school activities. Older brothers and sisters staying for after school activities may not babysit siblings during these activities, nor may students be in the hallway and/or bathrooms unsupervised. It is the parents' responsibility to monitor their children at sports and afterschool events.

Athletics
Students must remain in good academic standing, attendance, and behavior standings while participating in athletics. It is expected that students, parents, and coaches alike uphold the community standards and rules of Bishop McHugh Regional Catholic School as determined by the Athletic Director and Principal.
All students are encouraged to participate:

- Healthy concept of competitiveness
- Focus on instruction and enjoyment
- Follow guidelines established by the leagues
- Show good sportsmanship

Annual Physical Examination
All elementary students who participate in an athletic sport sponsored by the school must present proof of an annual physical by a licensed physician before the first day of practice.

Scheduling Events
Diocese of Camden policy precludes any elementary from planning activities, including but not exclusively sporting events and practices, on Sundays or Holy Days of Obligation before 12:00 noon. This policy is intended to honor the expectation that all students and their families will participate in Mass at their parishes on these days. All school activities on Holy Thursday must end by 3:00 PM. All activities on Good Friday, Easter Sunday, and Christmas are prohibited.

Clubs and Activities
Students at Bishop McHugh Regional Catholic School have the opportunity to participate in various clubs and activities, including Team Mercy, Choir, Chess Club, etc. (Offerings may change year to year.)

Families are also encouraged to participate in evening activities that are supported by the Title IV grant.

Birthday And Other Celebrations
Bishop McHugh Regional Catholic School understands that birthdays are very special to all children:

- Names announced during morning announcements
- Some students bring treats (store packaged, not homemade) to share with classmates as a way to celebrate their birthdays.

Parents and The School

Parent/Guardian Responsibilities and Conduct
As a vital part of the Bishop McHugh Regional Catholic School community, parents and guardians are expected to model Gospel values and support the mission of the school by conducting themselves with integrity and respect and cooperating with the principal, teachers, and staff in the implementation of the school program. Parents are expected to:

- Uphold and support the Catholic identity, mission, and values of the school.
- Encourage their child(ren) to live in accordance with Catholic values and virtues, including respect, honesty, compassion, and responsibility.
- Respect the religious formation offered at the school, even if not Catholic.
- Communicate respectfully and charitably with all faculty, staff, administrators, and other families.
- Express concerns or disagreements through appropriate channels (beginning with the teacher or school administration), avoiding gossip, public criticism, or confrontation.
- Use constructive dialogue when addressing school issues; inflammatory language, threats, or harassment of any kind will not be tolerated.
- Cooperate with the school in its efforts to develop students spiritually, academically, socially, and emotionally.

- Ensure that their children abide by the policies contained in this handbook and to support the school in its delivery and administration of all programs and all aspects of student life.
- Attend parent meetings, conferences, and participate in school life as circumstances allow.
- Be truthful and timely in communication with school staff regarding attendance, academics, and other student matters.
- Follow all school safety procedures, including check-in/check-out protocols, parking guidelines, and visitor policies.
- Respect the physical boundaries and roles of faculty and staff—do not enter classrooms, offices, or staff spaces without permission.
- Never discipline another child on school property. Any concerns must be directed to the appropriate school personnel.
- Use contact lists, directories, and school communication tools only for school-related purposes. Do not use school resources to distribute political, commercial, or non-school-related materials.

Violation of the above expectations, including behavior or spoken or written communication, including via social media, by parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school, or that is determined to be violent, abusive, recalcitrant, excessively negative, or an attempt to intimidate or harass any member of the school community, will not be tolerated. If reasonable attempts to resolve the behavior are not successful, the parent may be excluded from the school grounds and school activities, or other action may be taken including, but not limited to, disenrollment of the student.

Custody Arrangements

Parents and guardians are required to submit all official court documents pertaining to custody arrangements, parenting time, educational rights, or restrictions. These documents must be: a) Current and certified by the court; and b) Submitted to the school office at the time of enrollment or immediately upon any change. Failure to provide appropriate documentation may result in the school treating both parents as having equal rights by default.

While we are committed to working with all families with professionalism, Bishop McHugh Regional Catholic School cannot become involved in custody disputes. It is the responsibility of parents to manage custody conflicts privately and through the appropriate legal channels.

The school administration, faculty, and staff will follow the custody directives as outlined in the official documentation on file and are not permitted to provide statements or write letters on behalf of either party for use in legal proceedings, unless formally subpoenaed.

School Communication

Parent to Child Communication

If a parent needs to give a message to a student during the school day, the parent is to call the Main Office and the Main Office will see that the message reaches the student. Likewise, if a student needs to contact their parents, the student may use the school office phone to call.

Parent Contact of Teachers
Parents may communicate with teachers through the teacher's school issued email account. Teachers are encouraged to check these accounts on a daily basis, during school hours, but not during teaching time. Parents may also call the school office to leave a message for their child's teacher. Teachers are under no obligation to share their personal contact information with parents (email or cell phone number).

Any in-person meetings must be a scheduled appointment at a mutually convenient time.

Change in Information
Parents must immediately notify the school's main office and their classroom teacher of any change in address, telephone numbers, email addresses, and emergency contacts. This is important for both record keeping and emergencies. In addition, please notify the Health Office if there is a medical problem and the principal of any legal agreements regarding your child(ren). Copies of these agreements must be given to the school.

Review of Child's Records
The school maintains students' records which include family information, attendance, report cards, standardized test scores, health and immunization records. Parents (custodial and non-custodial) may view their child's records. Please call the school's main office to make an appointment.

Social Media Policy For Parents
The use of any school logo on social media or representation of a social media post or page as being an official communication of the school is prohibited.

Parents are prohibited from posting inappropriate comments on any school-managed social media. Inappropriate comments include obscenities, foul language, spam, personal attacks, bashing, bullying, intimidation, harassment, verbal abuse, threats, insults, commercial solicitations, repetitive or fraudulent comments, comments irrelevant to the post under which they are written, comments which are morally objectionable, and comments which are otherwise inconsistent with Catholic teaching.

The school reserves the sole right to edit and/or remove any or all comments from a post.

As a Catholic community, Bishop McHugh Regional Catholic School expects that parents will not use their personal means of communication, including online and mobile-based

communication tools of every type, kind, nature and description to criticize, demean, or publicly disparage the school, its administration, faculty, staff, or students, or to sow discord or undermine the school's mission or Catholic identity.

If reasonable attempts to resolve violations of the school's social media policy are not successful, the parent may be excluded from the school grounds and school activities, or other action may be taken including, but not limited to, disenrollment of the student.

Audio/Video Recording by Parents

Non-staff use of any type of camera or video or audio recording device, including cell phone cameras and microphones, on the school campus during the school day is prohibited without prior approval. A violation of this policy may result in the device being confiscated and will result in disciplinary action.

Tuition And Fees

Tuition and fees are due on the dates specified in the enrollment agreement and/or invoice. Parents/guardians are responsible for ensuring that payments are made in full and on time.

If an outstanding balance remains beyond the specified deadline, the student associated with the overdue account will lose the ability to participate in or attend all extracurricular activities or other school-sponsored events. An administrative hold may be placed on the student's account, which could, amongst other things, prevent access to student records, re-enrollment for subsequent academic periods, or the issuance of transcripts.

For students eligible for graduation, an outstanding tuition balance will result in the student being ineligible to participate in graduation ceremonies, including walking for graduation.

Volunteers And Chaperones

Volunteer Requirements

Any adult who wishes to volunteer with Bishop McHugh Regional Catholic School in any capacity must sign the Disclosure and Authorization Form and give consent to the Diocese of Camden to conduct a background check. All adult volunteers must complete the Universal Fingerprint Form by IdentGo and be fingerprinted by the New Jersey State Police. Adults cannot have any contact with students in this school until the Principal or Safe Environment Coordinator (SEC) has received a copy of their clearance letter from the Office of Child & Youth Protection. In addition, the Diocese of Camden requires all adults in regular contact with minors to complete a safe environment training session called VIRTUS® Protecting God's Children (PGC). Adult volunteers are required to attend a PGC session within 60 days of initial contact with students. If a volunteer misses this deadline for whatever reason, the adult will not be allowed to volunteer until the PGC requirement is completed.

Volunteer Expectations

Volunteers are vital to our school community and cleared volunteers serve at the principal's discretion. All volunteers must agree to uphold and support Bishop McHugh Regional Catholic School’s Catholic identity, mission, and values, and adhere to our parent conduct requirements. Violating conduct requirements or safe environment requirements may result in dismissal from volunteer activities temporarily or permanently.

Outside Promotions/Solicitations and Political Activity

Outside promotions and/or solicitations, and all political activity, are prohibited on the school grounds or in any electronic forum related to school activities.

2026-2027 Family Handbook Agreement

There have been revisions made to the Family Handbook for the 2026-2027 school year. Copies of the Family Handbook and Responsible Use and other policies can be found on Finalsite through the parent portal on BishopMcHugh.com. If you do not have access to the internet and would like to request a print copy, please visit the school office.

By signing this document, I/We affirm I/We have accessed a copy of the 2026-2027 Family Handbook and have carefully read and understand the policies, procedures, and regulations of Bishop McHugh Regional Catholic School contained within the handbook. I/We hereby express agreement with these policies, procedures, and regulations. I/We accept them as conditions for the enrollment of our child/children in Bishop McHugh Regional Catholic School. I/We pledge support for the Catholic identity and mission of this school and by enrolling my child I commit myself to uphold all principles and policies that govern Bishop McHugh Regional Catholic School .

Bishop McHugh Regional Catholic School reserves the right, in its sole discretion, to add, revise and/or delete school policies before, during and after the school year. I/We understand and agree that the Principal retains the authority to establish and enforce day-to-day procedural rules and expectations that may not be explicitly detailed in this handbook, as needed to ensure a safe and orderly environment.

STUDENT NAME	GRADE	STUDENT NAME	GRADE
STUDENT NAME	GRADE	STUDENT NAME	GRADE

PARENT/GUARDIAN SIGNATURE	DATE	PARENT/GUARDIAN SIGNATURE	DATE