



St. Benedict's
PREPARATORY SCHOOL

Elementary Division

120 Livingston Street
Newark, New Jersey 07103

2025-2026

Elementary Division
Handbook and
Full Year at a Glance

The school community works together to live out the mission of the Benedictine Monks of Newark Abbey and the Sisters of St. Joseph of Chestnut Hill:

*"Intending to establish a school for the Lord's service,
we live and work so that all people may be united with God and with one another."*

(From The Prologue of The Rule of St. Benedict and Sisters of St. Joseph Constitutions #16)

"Go into the world and proclaim the good news to all creation." (Mark 16:15)



Year at a Glance 2025 - 2026 for Elementary Division

Summer Phase: July 28 - August 29, 2025

Trimester 1: September 9 - November 26, 2025

Trimester 2: December 1, 2025 - February 27, 2026

Trimester 3: March 2 - June 5, 2026

**** Dates/events subject to change: Parents/Guardians will be notified of any updates*

Monday, July 28 - Tuesday, July 29	Elementary Division Faculty In-Service - - No Classes for students
Wednesday, July 30	Grades 5 and 6 ONLY Arrival: 7:45am; Dismissal: 12:00pm
Thursday, July 31	Grades 3 and 4 ONLY Arrival: 7:45am; Dismissal: 12:00pm
Friday, August 1	Grades K, 1 and 2 ONLY Arrival: 7:45am; Dismissal: 12:00pm
Monday, August 4-Friday August 29	Gr. K - 6 Arrival: 7:45am; Breakfast 7:45-7:55am ; Dismissal: 3:00pm NO Aftercare during Summer Phase
Monday, August 11	5:00-7:00pm Elementary Division - - "Meet the Teacher Night" - - Livingston Street "Reading Partners" presentation and giveaways
August 30 - September 8	Fall Break Summer Phase Progress Reports sent home via email (9/5/25)
Monday, September 8	Faculty Professional Development Day All Divisions - No Classes for students Grades K - 12
Tuesday, September 9	Gr. K - 6 (7:15am - 3:00pm) Breakfast (7:15 - 7:40am) & Lunch; Aftercare begins 3:15 - 5:00pm
Week of September 22	Fall/Winter Clubs begin (3:15 - 4:15pm)
Friday, October 3	Faculty Meeting - - NO CLASSES
Tuesday, October 21	Trimester 1 PROGRESS REPORTS sent home
Friday, November 7	Faculty Meeting - - NO CLASSES
Wednesday, November 26	Thanksgiving Break <u>begins after 3:00pm dismissal</u> **NO AFTERCARE** TRIMESTER 1 ENDS
November 27 - 30	Thanksgiving Break
Monday, December 1	Classes Resume TRIMESTER 2 BEGINS
Thursday, December 4	MANDATORY Parent/Teacher REPORT CARD CONFERENCES (3:30pm - 6:00pm) Online Conference via Google Meet

OR

Friday, December 5	MANDATORY Parent/Teacher REPORT CARD CONFERENCES (10:30am - 12:30pm <u>OR</u> 1:30pm - 3:30pm IN PERSON ONLY) - - NO CLASSES for students
Wednesday, December 17	<i>Christmas Prayer Service in St. Stan's Church at 9:00am - - Parents are welcome!</i>
Friday, December 19	Christmas Break <u>begins after 3:00pm dismissal</u> **NO AFTERCARE**
December 20 – January 4	Christmas Break
Monday, January 5, 2026	Classes Resume
Monday, January 19	NO CLASSES – Dr. Martin Luther King Jr. Holiday
January 25 - 31	Celebration of Catholic Schools Week
Week of January 26	Winter/Spring Clubs begin (3:15 - 4:15pm)
Tuesday, January 27	Trimester 2 PROGRESS REPORTS sent home
Friday, February 6	Faculty Meeting - - NO CLASSES
Friday, February 27	TRIMESTER 2 ENDS
Monday, March 2	TRIMESTER 3 BEGINS
Friday, March 6	Faculty Meeting - - NO CLASSES
Tuesday, March 10	Trimester 2 REPORT CARDS sent home
Friday, March 27	Easter Break <u>begins after 3:00pm dismissal</u> **NO AFTERCARE**
March 28 - April 12	Easter Break
Monday, April 13	Classes resume
Friday, May 1	Faculty Meeting - - NO CLASSES
Tuesday, May 5	Trimester 3 PROGRESS REPORTS sent home
Monday, May 25	Memorial Day - - - NO CLASSES
Week of June 1 - 5	All outstanding fees must be made this week prior to Final REPORT CARDS sent home electronically
Thursday, June 4	Grade 6 <i>Moving Up Ceremony</i> - - - Grade 6 students leave after ceremony
Friday, June 5	LAST DAY OF CLASSES for Gr. K - 5 Half day – dismissal 12:00pm **NO AFTERCARE** TRIMESTER 3 ENDS
Monday, June 8	Last Day for Elementary Division Faculty
Friday, June 12	Final Report Cards sent home

Focus on Attendance and Punctuality: Being early is essential!

MORNING ARRIVAL: SUMMER PHASE: Have your child at school between 7:45am - 7:55am.

- Convo begins at 8:00am; Classes begin directly following Convo
- **Arriving AFTER 8:00am - - Students are marked late**
 - Parent/guardian must bring child into the 120 Livingston Street door, enter Security Office - sign the child in
 - Upon a 3rd late arrival in a week, parent/guardian will be contacted to come in for a meeting with Sister Ann

MORNING ARRIVAL: September - May: Have your child at school between 7:15am - 7:45am.

- Classes begin at 7:45am; Convo begins at 7:50am
- **Arriving AFTER 8:00am - - Students are marked late**
 - Parent/guardian must bring child into the 120 Livingston Street door, enter Security Office - sign the child in
 - Upon a 3rd late arrival in a week, parent/guardian is contacted by Sister Ann to come up with a solution

HALF DAYS: Grades K-6 dismiss at 12:00 noon **NO AFTERCARE**

- July 30 (Grade 5 & 6 Student Orientation day)
- July 31 (Grade 3 & 4 Student Orientation day)
- August 1 (Grade K, 1 & 2 Student Orientation day)
- June 5, 2026 (Final day of school)

LATE PICK-UP FEE on HALF DAYS:

- \$25 after 12:20pm
- Additional \$25 charged for each 15 minute interval past 12:30pm

FULL DAYS: Grades K-6 dismiss from 3:00pm - 3:15pm

Transition from Dismissal to Aftercare: 3:15pm-3:30pm (No fee is charged) {September 2025-June 2026}

- Parent/guardian comes into Security Office at 120 Livingston Street door
- Parent/guardian must sign student out from Security Office

AFTERCARE: Grades K - 6 (3:30 pm – 5:00 pm) Aftercare ENDS at 5:00pm {September 2025-June 2026}

- **Prepaid monthly billing *** Registration form will be sent during Summer Phase**
- **Fee:** \$12 per any part of 3:30pm-4:30pm; \$10 per any part of 4:30pm-5:00pm
- **LATE PICK-UP FEE from AFTERCARE:**
 - \$22 is charged for full Aftercare (3:30pm-5:00pm) + \$25 after 5:00pm
 - \$47 + additional \$25 charged for each 15 minute interval past 5:15pm
- Upon the 3rd time a student is picked up late from Aftercare, the student is no longer eligible for SBP Aftercare

GOVERNANCE

St. Benedict's Prep School - Elementary Division is owned and operated by the Benedictine Monks of Newark Abbey. The monastic chapter serves as the official Board of Trustees for the school in conjunction with the St. Benedict's Prep Board of Advisors. The Abbot has the authority to make executive decisions regarding the school.

LEADERSHIP TEAM

The Headmaster serves as the head of the St. Benedict's Prep School from grades kindergarten to 12. The Dean of the Elementary Division oversees grades kindergarten to 6. The Dean of the Middle Division oversees grades 7 and 8. The Deans of the Prep Divisions oversee grades 9 to 12. The other school administrators serve as advisors to the Headmaster and Deans of the four Divisions.

PARENT INTERACTIONS

Parents are not allowed to request meetings with other parents regarding situations that may have occurred in school with their children. School administrators will handle situations at the appropriate level. Administrators will inform and address parents of any actions of the offending and/or offended students along with assuring appropriate measures are taken to rectify and improve the situation.

PARENTAL COMPLAINTS AGAINST A MEMBER OF THE FACULTY OR STAFF

Parents/Guardians who have a complaint against a member of the K-12 faculty or staff must address it with the appropriate administrator. The administrator will then take this matter up with the Headmaster. The Headmaster and other administrators will take appropriate action.

PARENT TEACHER ORGANIZATION (P.T.O.)

The P.T.O. holds scheduled meetings throughout the school year. All parents/guardians are welcome to attend. The P.T.O. assists in the mission of the school by sponsoring social events for students and families. The P.T.O. doesn't set school policies. Any parents/guardians who have some free time to volunteer may inform the Dean of Elementary Division.

COUNSELING CENTER

The counseling center in St. Benedict's Prep extends its services to the Elementary Division. A psychologist is assigned three days a week and a counselor is assigned on Mondays and Wednesdays to serve the Elementary Division. If a crisis arises in the school, the director of counseling for St. Benedict's Prep has the authority to intervene at all levels including contacting local authorities.

PHILOSOPHY OF EDUCATION “Go into the world and proclaim the good news to all creation.” (Mark 16:15)

In embracing this mission of Jesus, the staff of St. Benedict's Preparatory School - Elementary Division strives to encourage Christian commitment in children, families, and colleagues. In an orderly and peaceful atmosphere, our goal is to lead each student toward a realization of his/her worth before God and to foster growth in his/her own faith. From such knowledge the foundation is laid for a student's desire to work for the life of the world.

The staff provides the tools necessary for students to achieve academic excellence, which is rooted in Gospel values, empowering them to flourish as leaders in today's competitive world. Diversity is celebrated as a gift and strength. Through multicultural awareness and appreciation, we seek to enhance the student's global perspective and sense of responsibility.

The staff encourages developing right relationships with God and others. We nurture the student's ability to take personal responsibility for problem solving and to make positive choices for leadership. This will ensure that students can grow into capable, inquisitive, and faith-filled young men and women.

The staff models strong leadership skills grounded in integrity and a vision for the common good. Students are guided toward a culture of collaboration by recognizing their capability to become influential contributors within society. Opportunities are provided for students to utilize these leadership skills in real life experiences.

Recognizing that parents are the first educators, the staff welcomes continued participation and ongoing partnership in the education of children. Parent support and participation in the life of the school is invited. We are convinced that only through such cooperation can fruitful development of our children take place.

OUR MISSION:

ST. BENEDICT'S PREPARATORY SCHOOL - ELEMENTARY DIVISION

A SCHOOL WITH A “HEART ON FIRE!”

Faith based community rooted in Gospel values

Intellectual growth built on empathy and compassion

Right relationships reflecting dignity and respect

Education for leadership where diversity is a gift and blessing

Working with students mainly from, but not limited to Newark, Irvington, and East Orange, the school community strives to work together to live out the mission of the Benedictine Monks of Newark Abbey and the Sisters of St. Joseph of Chestnut Hill:

*“Intending to establish a school for the Lord's service,
we live and work so that all people may be united with God and with one another.”*

(From The Prologue of The Rule of St. Benedict and Sisters of St. Joseph Constitutions #16)

Whatever helps my brother helps me. Whatever helps my sister helps me.

NONDISCRIMINATION POLICY

St. Benedict's Preparatory School - Elementary Division admits students, whose needs can be met, of any race, color, national, religious, and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national, religious, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and other school administered programs.

PURPOSE AND USE OF HANDBOOK

This Handbook exists to foster the efficient operation of St. Benedict's Preparatory School - Elementary Division. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Headmaster and the Dean of the Elementary Division has the discretion to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students and/or parents/guardians.

AMENDMENTS TO HANDBOOK

This Handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made in the Handbook, parents/guardians will be notified promptly.

COMPUTER TECHNOLOGY ACCEPTABLE USE

St. Benedict's Preparatory School - Elementary Division extends the use of computer technology as an educational resource to our school community. School computers and internet access may be used only for academic purposes. Students are expected to make responsible, ethical, and appropriate use of computers and information technology at all times. The system administrators have the right to monitor student use of school computers and computer accessed content. All students and parents are to sign an agreement of our Computer Technology policy. These are kept on file and any violation of the agreement will be subject to disciplinary action which may include suspension, probation, and/or dismissal from St. Benedict's Preparatory School - Elementary Division.

ABSENTEEISM AND TARDINESS

Regular attendance is vital to success in the academic life of the student. Each absence interferes with school work and impedes a student's progress. Good scholarship depends upon a good attendance record since work and discussion in the classroom cannot be recovered.

In case of an absence from school, the parent/guardian must complete **one** of the following requirements:

- 1) **Send a message** via the attendance email address at: edattendance@sbp.org

OR

- 2) **Call** the attendance hotline number at (973) 782 - 2301 and Press 5 by 8:15am the day of the absence and **leave a message** indicating the student's name and grade along with any additional information that would be relevant.

An **absence of three or more consecutive days** requires a doctor's note.

In addition, it is the student's responsibility to discuss with the teacher the work that was missed.

- There are **NO** excused tardies or excused absences.
 - An email and follow up note indicates the parent/guardian AND school are aware of the child missing for part/all of a day - the child is **NOT** considered truant.

Punctuality is crucial. A student is considered late when he/she arrives after 8:00 am.

Students arriving late **MUST** follow this procedure:

- **The parent/guardian parks curbside on Livingston Street, brings the student inside to report to the Main Office while the parent goes into the Security Office to sign the student into class.**
- **After checking in at the Main office, the student will be sent to class.**
- *After a student is late three times in one month, the parent/guardian will be called to discuss solutions to this problem. Habitual lateness may also result in one or more of the following consequences: denial of financial aid, inability of student participation in extracurricular activities and/or a lower academic grades due to the missed amount of direct instruction and participation in the learning process.*

Possible Consequences of Excessive Absences and/or Tardiness

- Students accumulating **more than 20 absences in a school year** may result in automatic assignment to the same grade for the following school year, due to the significant loss of direct instructional time.
- Students accumulating **more than 10 days tardy per trimester**, may necessitate the administration and/or parents/guardians to reconsider the ability for the child to be a student at SBP - Elementary Division. Transferring to a school with a later start time may be necessary.

EXEMPLARY ATTENDANCE

To be considered for "exemplary attendance" a student must not exceed 3 days absent and/or 3 days tardy for the entire school year. Absences/tardiness include students arriving late or leaving early due to appointments.

AFTERCARE

- Proper conduct is expected in Aftercare. Unacceptable conduct will result in an Aftercare Conduct Notice which must be signed by the student's parent and the Dean of Elementary Division.
- Students will be subject to suspension or removal from Aftercare if behavior is disrespectful or uncooperative and/or if fees are not paid and/or if a student is **picked up after 5:00 pm three times.**
- Students should bring a simple, healthy snack to be eaten at Aftercare.

BIRTHDAYS

- Special traditions are included in how we honor Elementary Division birthdays
 - Students are celebrated on the actual date when it comes Monday - Friday
 - Students with weekend birthdays are celebrated the Friday before
 - Students with birthdays during a school holiday are celebrated the day before the break
 - Students with summer birthdays are celebrated in June before the end of school
 - Students are additionally recognized during their birthday week at Convo on Friday
- We do **NOT** permit the following to be brought into school:
 - Food, cake, cupcakes, cookies, doughnuts, muffins, ice cream, popsicles, candy, drinks
 - Goodie bags, gifts, balloons, flowers
 - Party invitations (Parents/Guardians need to handle that outside of school property)

BOOKS AND CLOTHING

Textbooks and workbooks are distributed to each student at the beginning of the school year. Any textbooks returned at the end of the year in unacceptable condition must be paid for by the student. Every student must carry books to and from school in a bookbag. *Bookbags with wheels are **NOT** permitted. No keychains, toys or additional items should be attached to or inside of backpacks.* Every workbook, notebook, folder and all school supplies are to be kept in good condition. **All items of clothing and other belongings should be marked with the student's name.**

CELL PHONES AND DEVICES

We highly recommend that Elementary Division students **NOT** bring cellphones to school. If parents need to contact their child during the school day, they may call the main office at 973-782-2301. Students may **NOT** use cellphones in school or on school grounds. Cell phones are collected upon entrance at morning arrival and secured in the Cell Phone Caddy in the Main Office until dismissal. If a phone goes off during the day, it is given to the Dean of Elementary Division and must be picked up by a parent/guardian. PLEASE NOTE: Cell phone use is **NOT** permitted during the school day including morning arrival, dismissal, during clubs and/or Aftercare. Smartwatches, TickTalk watches, laptops, Chromebooks, tablets, Kindles, Nooks, headphones, and/or AirPods (any style or brand) are **NOT** permitted.

CHANGE OF ADDRESS, PHONE NUMBER OR EMAIL ADDRESS

Any change of address, telephone number, or e-mail address must be reported to the school as soon as possible. This is extremely important. Please call the office and report any change of information.

Updating information for the Intrada Alert system is the responsibility of parents/guardians.

CHILD ABUSE /NEGLECT

Administration/Staff are required by law to report any/all suspected child abuse/neglect to proper authorities.

COURT ORDERS

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. In the case of divorce, the custodial parent may wish to supply the Dean of Elementary Division with the “custody section” of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

CURRICULUM

Literacy (Phonics, Reading, Vocabulary, Spelling, Grammar, Composition and Handwriting)

Really Great Reading:

“*Countdown*” (Gr. K)

“*Blast*” (Gr. 1)

“*HD Word*” (Gr. 2)

“*HD Word Plus*” (Gr. 3)

SuperKids Literacy Program (Gr. K - 2)

Heggerty Phonemic Awareness (Gr. K - 2)

Sadlier: “*Phonics to Reading*” (Gr. K-3)

Loyola Press: “*Voyages in English*” (Gr. K - 6)

Handwriting Skills Simplified:

“*Learning Manuscript Writing, Level A*” (Gr. 1)

“*Improving Manuscript Writing, Level B*” (Gr. 2) *Introduction to Cursive in the middle of Trimester 2

“*Learning Cursive Writing, Level C*” (Gr. 3)

“*Improving Cursive Writing, Level D*” (Gr. 4)

“*Mastering Cursive Writing, Level E*” (Gr. 5)

“*Maintaining Legible Writing, Level F*” (Gr. 6)

Math

Sadlier *Math* (Gr. K-6)

Science

Generation Genius (Gr. K-6)

Social Studies

“*Studies Weekly*” (Gr. K-6)

Religion

Loyola Press “*Finding God*” (Gr. K - 6)

Art and Physical Education: Grades K - 6 twice a week

Music: Grades K - 6 once a week

Instrumental Lessons: Grades 4 - 6 (opt in)

Technology: incorporated across the curriculum in all grades

CODE OF CONDUCT

Respect is the foundation of all interactions and relationships at St. Benedict's Prep School - Elementary Division. This respect is rooted in our belief that all people are created by God who is continually calling us to grow in faith, caring, and compassion. Disrespect includes verbal, physical, emotional and cyber abuse, as defined by the administration. Therefore, any display of a disrespectful nature by a student toward a fellow student, faculty member, or staff member will be viewed as a serious violation and will result in disciplinary action.

DISCIPLINE

- While St. Benedict's Prep School - Elementary Division faculty and staff believe that positive approaches to and reinforcement of acceptable behavior are usually more effective, it is sometimes necessary to discipline a student for violations of school rules and regulations to ensure good order and to teach consequences of disruptive and unacceptable behavior.
- Our plan provides behavioral expectations and procedures to ensure a safe and caring environment for all students and staff. St. Benedict's Prep - Elementary Division will maintain a firm, fair, and consistent system for handling behavioral infractions. The Elementary Division has clear, consistent rules, procedures and consequences.
- This policy shall apply to student behavior at school, at co-curricular and extracurricular programs, on school grounds, during school hours, at school-related functions on or off school property, on class trips/outings and in transit to and from school.

Students at St. Benedict's Prep - Elementary Division must abide these behavioral expectations:

1. I will treat everyone with kindness and respect.
2. I will keep my hands and feet to myself.
3. I will use school acceptable language and a respectful tone towards everyone.
4. I will work and play safely and cooperatively.
5. I will abide by all school and classroom rules and procedures.

Consequences for students in grades K - 6 displaying disruptive behavior in a one day period:

1st Offense	Verbal warning to remind student of expected behavior for improvement
2nd Offense	Privilege withdrawn
3rd Offense	Phone call home and/or email to parent
4th Offense	Second privilege withdrawn AND Conduct Infraction Notice from teacher
5th Offense	Student is sent to the Dean of Students with possible Conduct Infraction Notice from the Dean

- A Conduct Infraction Notice is provided as a way of communicating the seriousness of a behavior so parents and teachers are able to support one another to benefit the student going forward.
- ➔ **Upon receiving the 6th Conduct Infraction Notice, the student will also be issued an Office Discipline Paper.**

Students, grades K - 6, upon the 5th offense, are sent to the Dean of Student along with a narrative sheet provided by the teacher detailing the student's removal from class. The consequences are as follows:

Discipline Paper from the Office of the Dean of Student Affairs

1st Office Discipline Paper	Conference with parent, student, teacher and Dean of Students
2nd Office Discipline Paper	Conference with parent, student, teacher and Dean of Students AND in-school suspension for one day
3rd Office Discipline Paper	Conference with parent, student, teacher and Dean of Students AND suspension from school for one day
4th Office Discipline Paper	Conference with parent, student, teacher, Dean of Students and Dean of Elementary Division
5th Office Discipline Paper	Suspension from school for one day. Student returns after a conference with parent, student, teacher, Dean of Students and Dean of Elementary Division
6th Office Discipline Paper	Required removal from St. Benedict's Prep School - Elementary Division

Any behavior that is physically or otherwise harmful to the student, another student, or teacher may cause a student to be expelled without the process of discipline papers. Examples of behaviors that may lead to immediate expulsion are: drug possession and/or selling, being under the influence of alcohol or drugs, possession of a weapon, possession of inappropriate pictures or other material, behavior grossly disrespectful to any student or teacher, inappropriate touching of another student or teacher, foul language, obscene gestures, leaving school without permission, and cyber-bullying. Disciplinary decisions will be made by the Dean of Students and Dean of Elementary Division in conjunction with the Headmaster.

DEFINITION OF BULLYING AND CYBERBULLYING (According to the American Psychological Association)

- **Bullying** is persistent threatening and aggressive physical behavior or verbal abuse directed toward other people, especially those who are younger, smaller, weaker, or in some other situation of relative disadvantage.
- **Cyberbullying** is verbally threatening or harassing behavior conducted through such electronic technology as cell phones, e-mail, and text messaging.
- Single incidents, conflict or fights between equals, in person or online, are **not** defined as bullying.
- These actions can cause great distress. However, they do not fit the definition of bullying and they are not examples of bullying unless someone is deliberately and repeatedly doing them.

What bullying is not:

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights.

BULLYING POLICY

St. Benedict's Prep School - Elementary Division is committed to the safety of our students. Every student has the right to thrive in a learning community where he or she feels safe from threats of harassment, intimidation and bullying. St. Benedict's Prep School - Elementary Division will investigate, address and take definitive action as appropriate regarding *any* acts motivated by harassment, intimidation, and bullying based on real or perceived characteristics as defined by the Dean of Elementary Division and/or Headmaster.

A safe learning environment in school is necessary for students to flourish and achieve high academic standards. Harassment, intimidation, and bullying, like other disruptive or violent behaviors, are actions that impede both a student's ability to learn and a school's ability to educate its students in a safe environment.

CYBER-BULLYING

Students are required to refrain from participating in any malicious or derogatory exchanges in texts, emails, or on social networking sites (Facebook, Twitter, Instagram, Discord, group chats, etc.) that involve the school name, its employees or other St. Benedict's Preparatory School students and families. All incidents reported to a teacher or staff member must be immediately brought to the attention of the Administration. Such situations violate school policy and may result in subsequent disciplinary action regardless of whether the post occurs during school hours, on school property, or at school functions or not. These forms of communication (Facebook, Twitter, group chats, texting, etc.) can be helpful and also harmful to the school community. We recommend that parents check on their child's use of these forms of social media. Misuse of these forms of

communication can present serious moral and legal consequences. Some could result in legal actions, and the school reserves the right to contact the appropriate authorities. All students will sign the technology “Acceptable Use Policy” and the school will orient the students as to proper use of these forms of communication. With your help, we can ensure that all of our students are safe from “virtual” harassment.

Discipline Code - Additional Information Regarding Use, Possession and Distribution of Controlled Dangerous Substances

- 1) A student shall be considered in violation of school policy if she/he is observed
 - a) to be under the influence,
 - b) in possession,
 - c) engaged in distribution, or
 - d) have possession of a controlled dangerous substance.
- 2) Students shall be subject to the following provisions and general discipline policy stated in this Handbook.
 - a) When a student is identified as being “under the influence” or “in possession” of a controlled dangerous substance, the Headmaster and the Dean of Elementary Division MAY refer the matter to local law enforcement officials.
 - b) When a student is identified as “distributing” or “in possession with intent to distribute” a controlled dangerous substance, the Headmaster and the Dean of Elementary Division MUST refer the matter to local law enforcement officials.
- 3) A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The student and parents/guardians shall be given a reasonable opportunity to respond to the allegation as quickly as possible.
- 4) If the Headmaster and the Dean of Elementary Division determine that there
 - a) was no violation of policy, the student will be permitted to return to school.
 - b) was a violation of policy, the Headmaster and the Dean of Elementary Division may discipline the student according to the general discipline policy stated in this Handbook up to and including expulsion.
- 5) The Headmaster and the Dean of Elementary Division may require the student to participate in an appropriate treatment or counseling program as a condition of the student’s eventual return to the school.
- 6) When violation of this policy involves “distribution” or “possession with intent to distribute”, the discipline imposed will normally be expulsion.

SEXUAL HARASSMENT

Sexual harassment is defined as unwanted and unwelcome behavior of a sexual nature, which interferes with a student’s right to learn, study, achieve or participate in school activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

Some examples of behavior that may be considered sexual harassment are:

- Staring at or pointing at parts of someone’s body
- Comments, gestures, or jokes of a sexual nature
- Display of sexual pictures or objects

- Spreading of sexual rumors or commenting about sexual behavior
- Repeated pressuring for dates or unwanted sexual behavior
- Touching, grabbing, hitting, slapping, pinching, and/or rubbing the private areas of a student's body
- Physical sexual assault

If a student has been accused of a serious crime, the administration has the right to place the student on home study until the situation is resolved. Conduct, whether inside or outside the school, that is detrimental to the reputation of the school, will result in discipline of the student(s) involved. The Headmaster, with the advice of the Dean of Elementary Division, is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his discretion.

MORNING ARRIVAL AND AFTERNOON DISMISSAL PROCEDURES

WE REQUIRE YOUR FULL COOPERATION!

Whether driving or walking, adults must be fully aware of the surroundings - Stay OFF of cell phones!

We take these strict procedures seriously for everyone's protection!

Morning Arrival: *Students being dropped off via vehicle*

- Follow the safety directions of the SBP safety and facilities staff
- All drivers must enter the parking lot via Irvine Turner Blvd. (Entering lot via right turn ONLY is required)
- Parents/guardians remain in the vehicle
- Students exit back of vehicle via driver's side or from front seat via passenger side
- Student goes directly into building through door #3
- Vehicle exits gated lot via left turn onto Livingston Street

Morning Arrival: *Students walking into the parking lot via Irvine Turner Blvd. gate*

- Follow the safety directions of the SBP safety and facilities staff
- Walk in closest to the church and school building
- Student goes directly into building through door #3

Morning Arrival: *Students walking into the parking lot via Livingston Street gate*

- Follow the safety directions of the SBP safety and facilities staff
- Walk in the gate to the far right between the traffic cones and wall
- Student goes directly into building through door #3

Afternoon Dismissal: *Parents/ guardians driving through parking lot (3:00pm-3:15pm)*

- Follow the safety directions of the SBP safety and facilities staff
- Students will be lined up by class in designated parking lot spaces
- Teachers will actively monitor students - keeping them in the designated space until called
- All vehicles enter via the Irvine Turner Blvd. gate (Entering the lot via right turn ONLY is required)

- Parents/guardians remain in the vehicle
- Students will be directed by SBP staff to alert their teacher of their departure, then walk down towards the loading zone (near the exit driveway)
- Students will get into the vehicle as directed once car comes to a complete stop

Afternoon Dismissal: *Parents/ guardians walking up to Irvine Turner Blvd. gate* (3:00pm-3:15pm)

- Follow the safety directions of the SBP safety and facilities staff
- Parents/guardians line up on the sidewalk at the Irvine Turner Blvd. gate
- Parents/guardians give name and grade of child to SBP staff; child will be called via walkie talkie
- Child walks out of parking lot to parent/guardian

Afternoon Dismissal: *Parents/ guardians walking up to Livingston Street gate* (3:00pm-3:15pm)

- Follow the safety directions of the SBP safety and facilities staff
- Parents/guardians line up on the sidewalk at the Livingston Street gate
- Parents/guardians give name and grade of child to SBP staff; child will be called via walkie talkie
- Child walks out of parking lot to parent/guardian

→ Any student who has not been picked up by 3:15 pm will report directly to the Security Office.

→ The normal Aftercare rate per hour will be charged for any student beginning at 3:30pm.

EARLY DISMISSALS *Students must be picked up between 12:00 - 12:20pm on scheduled half days.*

Parents are urged **not to seek early dismissals** from school unless an emergency arises. **NO pick ups between 2:00 - 3:00pm unless it is an absolute emergency. Should a need for an early dismissal be unavoidable, a written request/email by the parent/guardian will be necessary, stating the reason for the request. This email request should be addressed to: the classroom teacher, edattendance@sbp.org and the Dean of Elementary Division.** Please make appointments, (eg. doctor, dentist) after school hours. Early dismissal requests are disruptive. We respectfully ask that if an appointment must be made on a school day, bring your child to school after an early morning appointment.

ADMISSION REQUIREMENTS

A student entering kindergarten must be 5 years old by October 1st.

A student entering grade 1 must be 6 years old by October 1st.

We require the following documents *for students entering any grade*:

- Birth certificate
- Immunization record (uploaded to Magnus)
- Previous year's report card (for students entering grade 1 - 6)
- Letter of recommendation
- Progress report from PreK (for students entering kindergarten)

ENROLLMENT PROCEDURES / POLICY ON ADMISSION OF STUDENTS

1. Parents/Guardians fill out an application beginning in October of the year before entrance to school.
2. Readiness assessment dates are set and sent to the applicants.
3. Acceptance after a student meets the benchmarks of the readiness assessment is in the following order:
 - a) siblings of children in SBP; b) children of SBP alums; c) registered members of St. Mary's Abbey Church; d) students as names appear on the list by application date.
4. Registration of new students is handled by the Admissions Office and Business Office.

FIELD TRIPS

On occasion, the school will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. We reserve the right to exclude from field trips any student with excessive absenteeism/tardiness or whose conduct in school or on previous trips has been unsatisfactory. No student may participate in a field trip unless a signed parent/guardian permission slip for the specific event is submitted to the school. The official permission slip is provided by the school.

FIGHTING

St. Benedict's Preparatory School - Elementary Division is a place of Christian learning. As such, we always expect a spirit of Christian behavior especially when resolving conflicts. While we do not want to see any student's rights violated or any harm or injury done, there may arise from time to time some "troublesome situations." Our students are instructed to react in the following manner if a problem arises:

1. Never physically touch, hit, punch, slap, push, shove, kick, trip, pinch, scratch, poke, bite or in other ways harm another student - either by instigating a fight or in retaliation.
2. If a fight occurs, immediately get help from the teacher or other adult in charge for assistance.
3. Students witnessing an alleged fight/physical altercation must seek adult help immediately.

We will attempt to arrive at a fair resolution of the matter by discussing it with all participants. This policy also applies to altercations that arise before and after school. **IN NO WAY WILL FIGHTING BE TOLERATED.** With evidence that one, both, or all participants were actually fighting and/or actively/passively involved in the physical altercation, suspensions may be issued.

FUND-RAISING

The tuition paid by each student fails to cover the entire cost necessary to educate your child. Therefore, in addition to the tuition, each family is required to participate in the school wide raffle fundraiser.

HEALTH SERVICES

A full time nurse is in attendance everyday to service St. Benedict's Prep - Elementary Division.

Classroom teachers/aides may not provide students with any medication. Medication provided by the parent/guardian may be administered by the nurse or office personnel **only on the written order of a physician and/or parent/guardian.** **A form regarding medications is provided. The form requires both a**

doctor's and parent's/guardian's signatures. Medication must be clearly labeled with the student's name, the name of the medication, directions for administering and enclosed in a ziploc bag. **All medication must be kept in the Infirmary under the nurse's supervision.**

HOMEWORK

Homework is assigned by the teachers. It is the student's responsibility, with the parent's/guardian's supervision, to complete all assignments. Parents/guardians need to arrange for a time and place for your child to do his/her homework. It is the responsibility of each student to discuss with his/her teacher the work and/or tests missed during an absence from school.

If a student leaves a book/homework materials or any other items in the classroom after dismissal, they are NOT permitted to re-enter the classroom to get said items.

IMMUNIZATION REQUIREMENTS

- * DTP: a minimum of four doses.
- * OPV: a minimum of three doses, provided at least one dose is given on or after the fourth birthday.
- * Measles vaccine: one dose administered on or after the first birthday.
- * Rubella vaccine: administered on/after the first birthday; children immunized before the first birthday are to be immunized again.
- * Mumps vaccine: one dose administered on or after the first birthday; children immunized before the first birthday are to be immunized again.
- * Any other new state requirements

INDEPENDENCE "Do not do for children what they can do for themselves." (Fr. Mark Payne, OSB)

Help your child be prepared to be as independent as possible according to reasonable developmentally appropriate benchmarks.

- Able to tie own shoes
- Able to zip/unzip clothing
- Able to button and snap own clothing
- Able to buckle/unbuckle own belt
- Able to responsibly tend to toileting procedures including proper use and amount of toilet tissue
- Able to flush toilet after use
- Able to wash hands responsibly with proper amounts of soap and water
- Able to use wall mounted automatic hand dryer while rubbing hands for efficient drying
- Able to pack/unpack own bookbag for arrival and dismissal - teachers do NOT do this for students
- Able to open/close containers if bringing own lunch
- Able to clean up own mess
- Able to responsibly use tissues to blow and wipe own nose as needed
- Able to use a reasonable pump of sanitizer after tending to own personal hygiene needs
- Able to use words to express needs and ask for help when required
- Able to be patient, wait for and take reasonable turns

BREAKFAST

St. Benedict's Preparatory School participates in the Federal Breakfast Program.

During Summer Phase: Students may eat breakfast from 7:45am - 8:00am. Students may also choose to bring breakfast from home. **Breakfast food and beverages from fast food restaurants are NOT permitted.** Students **arriving AFTER 7:55am do NOT** have the opportunity to eat breakfast at school since classes are cleaning up and preparing for Convo.

During September - June: Students may eat breakfast from 7:15am - 7:40am. Students may also choose to bring breakfast from home. **Breakfast food and beverages from fast food restaurants are NOT permitted.** Students **arriving AFTER 7:45am do NOT** have the opportunity to eat breakfast at school since classes are cleaning up and preparing for Convo.

LUNCH

St. Benedict's Preparatory School participates in the Federal Hot Lunch Program. ALL families are required to complete and submit a lunch form found on the SBP website. Families will be notified if they are eligible for free or reduced lunch. Otherwise, students are charged full price for each lunch received. Students may also choose to bring lunch from home. Neither staff nor students are permitted to heat up lunches in the microwave We are not able to refrigerate lunches. **Fast food, GrubHub/DoorDash lunches may NOT be brought or delivered to school.**

Children are NOT permitted to have or chew gum, have or eat candy or sunflower seeds, have or drink soda or carbonated beverages or have glass bottles on school property at any time. These items will be confiscated.

Due to a number of students already identified with food allergies and other students not yet aware of foods they may have a reaction to, the following statements apply to everyone at all times and places throughout the school day. Students are **NOT** permitted to:

- Share food with other students
 - Ask for food from other students
 - Take food from other students
 - Eat food from other students
-
- ❖ If a student forgets his/her lunch, the student should alert a faculty/staff member as soon as possible so provisions can be made.
 - ❖ Students are expected to eat lunch unless directed otherwise by the parent/guardian and school nurse.
 - ❖ Breakfast and lunch brought from home should be closely monitored by a parent/guardian so that nutritious choices are included.

MONEY

Money that is sent to school should be placed in a sealed envelope and clearly marked with the student's name, grade and the purpose for the money.

CONVOCAATION (Convo)

Summer Phase: (8:00am) Convo is student led. Convo includes the full Elementary Division seated in the Community Center (2nd floor) Includes prayer, Scripture, intercessions, songs, affirmations, recognition of birthdays celebrated throughout the week, recognition of specific student/class achievements and announcements.

September - June:

Monday - Friday (7:50am) Includes all Elementary Division seated in the Community Center (2nd floor)

PLEASE NOTE: Students arriving AFTER Convo begins will NOT be permitted to enter the classroom or Community Center and will be monitored by an SBP staff member until the completion of Convo. The distraction of coming in late detracts from the sacredness of the most important thing we do as a community each day.

PARENT/TEACHER COMMUNICATION

- Any parent/guardian or teacher desiring a conference should schedule one at their mutual convenience. No teacher may leave the classroom during school hours to have this conference with a parent. School hours for faculty begin at 7:30 am and end at 3:30 pm.
- If a parent/guardian has a concern about a classroom or school procedure, it is advisable to discuss the concern first with the teacher/staff member. Parents/guardians should send an email to the teacher, call the school and leave a message or send a note. The teacher will respond to the email or call within a 24 - 48 hour period. If the teacher/staff member does not respond in a two-day period, please contact the school again. Many concerns can be settled equitably on the first contact between the parties concerned. If this does not happen, the following procedure should be followed:

STEP I: Parent/guardian makes an appointment to discuss the concern, whether it is academic or behavioral, with the teacher/staff member.

STEP II: If the matter is not settled equitably between the teacher/staff member and the parent/guardian, then an appointment needs to be made to see the Dean of Elementary Division.

STEP III: If the concern is still not resolved equitably, the parent/guardian may request an appointment with the Headmaster.

- Parents/guardians are required to uphold the policies of St. Benedict's Preparatory School - Elementary Division at all times. Abusive language or gestures toward any member of the faculty or staff will not be tolerated, and could be cause for immediate expulsion of the student, barring them from the school, and/or the parents/guardians who display disrespectful demeanor. Faculty/staff of St. Benedict's Preparatory School are likewise required to uphold the expectations of professionalism and respectful language and demeanor at all times.

PARENTAL RIGHTS TO SCHOOL RECORDS

St. Benedict's Preparatory School - Elementary Division abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary and upon request, the school will provide the noncustodial parent with access to a student's essential academic records.

PHYSICAL EDUCATION

Physical education classes are part of the school curriculum and are held two times per week for each class. In order to be excused from participation in physical education class, a written note from a parent/guardian is required. If a prolonged excuse is requested, a written note from a doctor is required.

PLAYGROUND/RECESS

Supervised play is part of our daily schedule. Tackling, fighting, or any form of rough/aggressive play is not permitted. Repeated aggressive behavior will result in disciplinary action.

RECOMMENDATIONS

At the request of a parent/guardian, recommendations may be completed by a teacher for an extracurricular activity (held off school property) or a summer program. Parents must allow at least a week for completion. All forms are forwarded to the main office and mailed directly to the institution requesting the recommendation.

RELIGIOUS EDUCATION/ FAITH FORMATION

St. Benedict's Preparatory School is a Catholic school. All students, regardless of faith background or church affiliation, are welcome. Every student is expected to understand and respect that the school exists to educate in the framework of Catholic values. All students must participate in the religion classes and liturgical services scheduled during the school year. We deeply feel that this is the most important part of our school life and urge all parents/guardians to develop the religious aspect of their own lives. Those who are Catholic, we encourage you to attend Sunday liturgy and become involved in a parish community. Those of other faiths should continue to grow in the faith of their choice. This is a source of strength for the family. If you have no Church Community, St. Mary's Abbey Church welcomes you to worship with our community any Sunday morning.

REPORT CARDS

Report cards are an important means of communication between the school and the home. The marks are an indication of a student's progress, as well as the effort extended. Report cards are distributed three times a year. **For the first report, all parents/guardians must attend a MANDATORY conference with the teacher. Progress reports/failure warnings** are issued at the end of Summer Phase and in the middle of each trimester for all students. **All accounts (tuition, lunch, Aftercare and Clubs) must be current to receive reports.**

RETENTION POLICY

Failure in two or more major subjects for the academic year may result in grade level retention. Grade level retention may be considered to be developmental and/or academic. A student whose academic performance indicates serious deficiencies may be required to have further evaluation in order to remain enrolled.

Teachers will inform parents/guardians of this possibility NO LATER THAN JANUARY 31. Of course, parents/guardians will readily see these deficiencies on their own by consistently reviewing tests, homework, daily work, progress reports and report cards.

RETURNED CHECKS

Any checks returned from the bank due to insufficient funds will result in all future payments accepted in cash or money-order only from said individual and any other family members for the remainder of that specific school year. Also, a \$25.00 fee will be charged on all returned checks. * Any bills/outstanding balances paid after May 31 require payment in cash or money-order only.

SCHOOL CLOSING

If it is necessary to close school due to inclement weather or other serious reasons, closings will be announced through the Intrada Alert System. All parents are responsible to keep phone and email information updated in the Intrada System.

SCHOOL SCHEDULE: **SUMMER PHASE**

7:45am - 8:00am Gates are opened & monitored; students enter via Door #3, go to the Community Center
8:00am Convo begins followed by students reporting to classrooms
8:01am - Door #1 is opened and monitored
Parent/Guardian must PARK curbside on Livingston St. and bring child in via Door #1
Parent/Guardian enters security office to sign child in
Child goes directly with SBP staff to report to class and is marked tardy
10: 50am -11:15am Grades K - 3 Lunch
10:50am - 11:15am Grades 4 - 6 Recess
11:20am -11:45am Grades K - 3 Recess
11:30am - 11:55am Grades 4 - 6 Lunch
3:00pm - 3:15pm Dismissal (Grades K-6)

SCHOOL SCHEDULE: **SEPTEMBER - JUNE**

7:15am - 7:45am Gates are opened & monitored; students enter via Door #3, go to the Community Center
7:45am Gates are closed and locked
7:45am - 8:00am Door #2 is opened and monitored
Students must enter the building via Door #2 on Livingston Street
7:50am Convo begins followed by students reporting to classrooms
8:00am Door #2 is closed and locked

8:01am -	Door #1 is opened and monitored Parent/Guardian must PARK curbside on Livingston St. and bring child in via Door #1 Parent/Guardian enters security office to sign child in Child goes directly with SBP staff to report to class and is marked tardy
10: 50am -11:15am	Grades K - 3 Lunch
10:50am - 11:15am	Grades 4 - 6 Recess
11:20am -11:45am	Grades K - 3 Recess
11:30am - 11:55am	Grades 4 - 6 Lunch
3:00pm - 3:15pm	Dismissal (Grades K-6)
3:15pm - 3:30pm	Transition from Dismissal to Aftercare
3:30pm - 5:00pm	Aftercare

STANDARDIZED TESTING PROGRAM

Students in Grades 2 - 6 are tested yearly (in the Spring) by nationally standardized tests (NWEA -MAP) as one objective way to determine their scholastic achievement for the year. These scores also help teachers determine further enhancement for instructional goals.

SUPPLIES

Students are **NOT** to bring additional pencils, pencil sharpeners, erasers, pens, crayons, colored pencils, markers, glue, scissors, rulers, notebooks, folders, binders, etc. unless specifically requested by the teacher.

SUPPORTIVE PROGRAMS

Our school receives the following services:

1) Counseling: The counseling center staff at St. Benedict's Prep extends its services to the Elementary Division. The team includes a psychologist and a counselor. Services include support to students, parents and teachers regarding academic and/or behavioral issues. A consent form for individual services is required.

2) Child Study Team: This service tests and evaluates students who may be experiencing academic or behavior difficulties. Testing typically occurs during the school day and is done at the main SBP property. Recommendations are made to parents and teachers during a conference to discuss a results report. We do NOT diagnose nor label students.

3) Compensatory Education: Via Catapult instructor - For students needing extra academic assistance. Students are identified by % grades from NWEA MAP testing from the previous year or portfolio indicating below level grades.

4) Speech Therapy: Via Catapult instructor (once a week) as per eligibility

5) ESL: Via Catapult instructor (once a week) as per eligibility

TELEPHONE CALLS

Any student needing to contact home during the school day must come to the main office for assistance. Only emergency calls will be allowed. No student can use the phone to arrange outside after school activities or to

have a forgotten item delivered to school. Parents are urged not to call the school with messages for their children except in cases of the utmost importance. Also, it is very difficult to deliver any message after 2:00 pm because of the various classes and procedures prior to and related to preparing for dismissal. If it is absolutely necessary for a message to be delivered to a student, please call the office before 2:00 pm.

TESTS

Tests in different subject areas are administered at regular intervals. It is the responsibility of the parents/guardians to check over the tests of their child(ren) and then sign and return the tests to the teacher. In this way, parents/guardians are kept up to date on the student's academic progress.

TRANSFER

Parents are required to notify the school in writing or via email when transferring a student to another school. We will forward all records at the request of the student's new school. All financial obligations to St. Benedict's Preparatory School - Elementary Division must be settled before records are released.

TUITION (FACTS)

The financial support of each parent/guardian is essential to ensure the continuing stable existence of St. Benedict's Preparatory School - Elementary Division. All parents must enroll in the FACTS tuition system. It is the responsibility of the parent/guardian to make tuition payments promptly and fully on the dates assigned through FACTS. **Failure to remit payment on time will result in an additional monthly late fee and student suspension.**

Applications for Scholarship Fund for Inner City Children (SFIC), EMLA and Kremer Foundation are available starting in January (for the next school year). Information will be sent to families as a reminder.

UNIFORMS

FlynnO'Hara Uniforms **544 Raymond Blvd. Newark, NJ 07105** (862) 231-2149

→ All shoes MUST be **SOLID BLACK with FLAT RUBBER SOLES** (NO hightops, platform or high heel)

YOUNG LADIES (Grades K - 3) Formal Uniform is worn 3 days per week

- Maroon plaid drop waist jumper or black trousers
- Maroon short or long sleeve polo shirt with SBP logo
- Wine V-neck cardigan sweater or maroon full-zip fleece jacket with SBP logo
- Maroon knee-hi socks or tights
- **SOLID BLACK sneakers** (no ornamentation/blinking lights permitted) or **SOLID BLACK Mary Janes**
- If shorts are worn under the uniform jumper, they may not show below the hem

YOUNG LADIES (Grades 4 - 6) Formal Uniform is worn 3 days per week

- Maroon plaid wrap-around kilt or black trousers
- Maroon short or long sleeve polo shirt with SBP logo
- Wine V-neck cardigan sweater or maroon full-zip fleece jacket with SBP logo
- Maroon knee-hi socks or tights
- **SOLID BLACK sneakers** (no ornamentation/blinking lights permitted) or **SOLID BLACK Mary Janes**
- If shorts are worn under the uniform kilt, they may not show below the hem

YOUNG GENTLEMEN (Grades K - 6) Formal Uniform is worn 3 days per week

- Black trousers
- Black belt must be worn to keep trousers at the waist
- Maroon short or long sleeve polo shirt with SBP logo
- Wine V-neck cardigan sweater or maroon full-zip fleece jacket with SBP logo
- Black socks
- **SOLID BLACK sneakers** (no ornamentation or blinking lights permitted) or **SOLID BLACK oxford**

NOT PERMITTED: Jeans, leggings, yoga pants, cargo pants and joggers (of any style); high tops; shoes containing any color other than black anywhere on the shoe; long sleeve “undershirts”/thermals not to be worn with short sleeve shirts

Only specified school uniform is to be worn in class. All outdoor wear must be hung up.

GYM UNIFORM ALL STUDENTS (Grades Kindergarten - 6) PE Uniform worn 2 days per week

PE uniform is worn to school on the student’s designated PE days. Leaving class to change is not permitted.

- PE uniform maroon shorts or sweatpants with SBP logo
- PE uniform gray T-shirt with SBP logo
- PE uniform gray sweatshirt with SBP logo may also be worn over the uniform T-shirt
- White socks and **SOLID BLACK sneakers** (NO ornamentation or blinking lights permitted)

Additional school requirements:

- ❖ False nails, acrylic nail tips or filler are NOT permitted
- ❖ Only clear nail polish is permitted
- ❖ No makeup including lip gloss and lipstick
- ❖ Only clear lip balm is permitted
- ❖ Tattoos (removable or washable) NOT permitted
- ❖ Writing or drawing on skin with pencil, pen, marker, crayon or paint is NOT permitted
- ❖ Simple hairstyles are required
- ❖ Hair designs shaved into the head and/or hair coloring are NOT permitted
- ❖ Only hair extensions of the child’s natural hair color are allowed
- ❖ Durags and/or wave caps NOT permitted
- ❖ Caps, hats, scarves, sun visors, non-prescription glasses, sunglasses NOT permitted to be worn inside
- ❖ No necklaces (except for a *small* cross or medal) may be worn
- ❖ Earrings, no larger than a quarter, are permitted. Up to 2 earrings per earlobe allowed.
- ❖ Bracelets and rings must be kept simple. Up to 2 bracelets or 2 rings per student allowed.
- ❖ Jewelry/additional accessories creating a distraction, will be required to remain at home.
- ❖ Only specified school uniform is to be worn in class. All outdoor wear must be hung up.
- ❖ Rain or snow boots may be worn to school during inclement weather.
 - School shoes must be changed into once the student arrives in the classroom.

*Uniform infractions will result in Out of Uniform Notices and/or Disciplinary actions.
Students repeatedly out of uniform will forfeit their privilege to participate in Dress Down Day.*

St. Benedict's Prep Staff serving at main property (520 Dr. Martin Luther King Jr. Blvd. Newark, NJ 07102)

FACTS and Tuition	Ms. Sarah Ramos	sramos@sbp.org 973-792-5755
Magnus Health	Ms. Mai-Lan Moore, RN	mai-lan.moore@sbp.org 973-792-5782
Lunch Applications & Payments	Mr. Sylvers Owusu	mealsplan@sbp.org 973-793-5784 (leave a message)
Admissions	Mr. Mario Gallo Ms. Analisa Branco	mgallo@sbp.org abranco@sbp.org 973-792-5741
Registrar	Mrs. Tara Lamourt	tlamourt@sbp.org
Fr. Edwin Leahy, OSB	Headmaster	fredwin@sbp.org

St. Benedict's Prep Staff serving at Elementary Division building (120 Livingston St. Newark, NJ 07103)

Ms. Paula Benavides	Administrative Assistant	pbenavides@sbp.org 973-782-2303
Sr. Ann Marie Gass, SSJ	Dean of Elementary Division	agass@sbp.org 973-782-2302
Attendance (when absent)	Send email by 8:15am OR Call by 8:15am	edattendance@sbp.org 973-782-2301 ext. 5

*** Additional contact information for faculty and staff will be provided at the beginning of Summer Phase