



**ST. BENEDICT'S PREPARATORY SCHOOL
at NEWARK ABBEY**

520 Dr. Martin Luther King, Jr. Blvd.
Newark, NJ 07102-1314
(973) 792-5700

2025-26
Student/Parent Handbook

Abbot Augustine J. Curley, O.S.B.
President

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Headmaster

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Mission Statement

Ratified 8/6/24

Guided by the Gospel and in service to Newark and its surrounding communities, St. Benedict's Prep builds community, tends to the heart, educates the mind and develops leaders.

Core Values (formerly Belief Statements)

Ratified 8/6/24

In all we are and do at St. Benedict's Prep, we are guided by the perspectives and values of our Christian faith and Benedictine principles, and believe that the primary purpose and meaning of all human activity is its spiritual dimension.

We believe that:

- Each student is an important and irreplaceable child of God with inestimable value, whose uniqueness is to be embraced by the community.
- "Whatever hurts my brother or sister hurts me," and "Whatever helps my brother or sister helps me."
- True community is founded on concern for and acceptance of others, self-respect, and a mutual commitment shared by every member of the community.
- Students have the moral responsibility to identify, develop, and use their God-given talents in service to others.
- Students are capable when given opportunities to be responsible for themselves and their community.
- With practice and mentoring, and in collaboration with adults, students develop strong, active leadership skills and assume substantial responsibilities for the daily life of the school community.
- Students are most successful when they are fully engaged in school programs that challenge both in and out of the classroom; they learn

perseverance, the value of hard work, commitment, the ability to deal with frustration and failure as well as success, and the worth of education in and of itself.

- A safe and hospitable environment, in which individual differences are respected, is essential for students to grow and learn.
- Students develop their imagination and creativity through the visual, performing, and literary arts as well as through experiential endeavors in the humanities, mathematics, and science.
- Effective learning begins by meeting students where they are and giving them limitless opportunities to develop their intellect, character, and spirituality.
- Future opportunities are built on the foundation of the students' work today.
- Physical and emotional well-being are essential for a balanced and healthy life.

SBP Vocabulary

- 520– a. The main entrance to the school, located at 520 Dr. Martin Luther King, Jr. Blvd.
b. The name of the student maintenance company.

Beginner – Used to describe any student who is in his or her first year in the Prep Division or who has not successfully met the requirements for membership.

Bishop Francis Hall – The bottom floor of BFH contains 4 classrooms, and the top floor houses the Business and Advancement offices.

The Boardroom – Refers to the 1111 Boardroom on the 1st floor of the Old Building.

Cawley Hall – Otherwise known as the “freshman building,” it contains boys FY classrooms and the music department.

College Placement – The department that guides students through the college application process, located in the library.

Commons – Girls Prep student meeting space, located in St. Mary’s Hall.

Conlin – Conlin Auditorium.

Convocation (Convo) – The daily meeting of the Prep Divisions and Middle Division (separately); on special occasions, all four Divisions have Convo together. During this time the community checks attendance, prays, and makes announcements. Special convocations may be called at any time of day (including after school) for special functions, to make urgent announcements, or to correct problems.

Counseling – The counseling department of the school that sees to the emotional and mental development and stability of the students and staff. This department also assists in determining special learning needs and testing.

Elementary Division – Grades K-6, co-ed.

Fr. Mark Payne Leadership & Community Institute – Other schools work with the Institute to learn about the SBP model and how they can apply it at their schools.

First Term – The phase of the school year that begins in late July and continues through the end of August. Also known as Summer Phase.

Fred – A nickname for Fr. Edwin.

Front Desk – The security booth at the 520 entrance. Is also used as a blanket term for the lobby area as a whole.

The Gala – The Medal of St. Benedict is awarded at the yearly Gala in May.

Group – Each student in the Boys Prep Division is drafted into one of 18 groups; Girls Division into one of 6 groups; and Middle Division into one of 4 groups. These are similar to homerooms except that each group has students from every grade of the division and is led by a student group leader and his/her assistants. Each group also has at least 1 faculty moderator assigned to it. Group may also refer to the time of day allotted for groups to meet.

Group Games – Competitions between Groups such as handball; the outcome of Group Games factors into Group standings.

Group Standing – Ranking of all the groups in a division. Rankings are based on categories such as school attendance, group average GPA, group games results, group cleanup, and group attendance. Categories are updated daily, weekly, during evaluations, at the end of a group games season, or at the end of the semester. Individual categories are ranked based on performance. All the categories are weighted and a final ranking is calculated to determine the best group in the school.

Interdisciplinary Project – A topic is chosen for the year, and students working in different disciplines (eg, art, science) study and create projects that address the topic from different perspectives.

JUG – Detention for being late to school or other infraction of community guidelines.

HAB – The Henry & Agnes Brennan Building. This is the large building on the west side of King Blvd. which houses the Dalton Gym, the pool, the CrossFit Box, and the wrestling room. Frequently the HAB is used specifically to refer to just the Dalton Gym.

The Hand – The right hand is raised when silence is desired or requested. The hand is held up until whomever raised it is satisfied with the result, and then it is lowered.

The Hive – St. Benedict’s Prep (refers to our mascot, the Gray Bee).

Honor Code – We live by the Honor Code, which prohibits lying, stealing, cheating, and not getting help for a brother or sister who lies, steals, or cheats.

The House – The common term for the Leahy House student residence.

Lectio – Meditation on Gospel reading that takes place in Group weekly (Lectio Divina).

Lobby – The area immediately inside the 520 entrance of the school. Also known as the front desk.

Magnus – The program through which families and staff turn in medical forms and other required paperwork.

Member – Any Prep Division student who has successfully completed the requirements of his/her beginner year.

Middle Division – Grades 7 – 8, co-ed.

Old Building – The building containing the main entrance to the school.

The Overnight – The 1-week sleep-over period at the beginning of freshman year, during which students undergo intensive orientation. This is also referred to as the Orientation Week for beginners.

Prep Division - Grades 9 – 12, single sex boys and single sex girls.

The Property – The school property is on Monastic grounds. We do not like to use the term “campus.”

Raffle – Parent Organization Raffle: The mandatory raffle that each family commits to upon registering at SBP. Each family is expected to sell \$250 worth of tickets. This raffle is usually distributed in December and the winners are selected at an event in February.

The Rule – Refers to the Rule of St. Benedict. This is a set of instructions set out by St. Benedict roughly 1500 years ago that guides the way the Monks live their lives. Many aspects of the Rule are used to shape the way that St. Benedict’s Prep operates today.

SBP – St. Benedict’s Prep.

Senior Award Dinners – The Presidential Award, the most prestigious honor a student can earn at St. Benedict’s, is awarded at these dinners in late May, along with other honors.

Seniors – Students who are on track to graduate at the end of the current school year.

Snow Day – This does not exist at SBP.

Spring Phase – The phase of the school year for the Middle and Prep Divisions that begins after exams are completed in April. This five-week phase of the school year emphasizes experiential learning. During this phase, all of the freshmen participate in the Backpacking Project. Other students choose one course from a number of courses. For upper division and senior students in good standing, one of those choices is community service.

Summer Phase – The phase of the school year that begins in late July and continues through the end of August. Also known as First Term. It is not summer school, but the start of our school year.

The Trail – The Backpacking Project is the month-long project at the end of freshman year which culminates in the week-long 50 mile hike along the Appalachian Trail in western New Jersey.

Trophy Room – The large room immediately outside of the corner office. This area is used both as an area for small meetings, especially parent/teacher conferences, and as a faculty lounge.

Upper Division – Students who have completed their freshman year but who are not yet seniors. Typically this refers to students in the 10th grade (UD1) and 11th grade (UD2).

Velvet Rope – Students living in the Velvet Rope in Leahy House are involved in an intensive counseling and behavior modification program.

Vespers – Evening prayer. The Monks pray Vespers each night in the Abbey Church.

WAC – The UDI Summer Phase Water Adversity Challenge.

WILD Expedition – The UDII Summer Phase Wilderness Inspired Leadership Development.



Saint Benedict's Prep is a Middle States Accredited institution

Major Calendar Dates

All dates for the 2025-26 school year are located at:
<https://www.sbp.org/why-sbp/calendar>

Grades/Evaluations will be e-mailed on or about the following dates:

September 10	Summer Phase final grades
October 11	Fall Evaluation 1
November 8	Fall Evaluation 2
January 3	Fall Term final grades
February 7	Winter Evaluation 1
March 14	Winter Evaluation 2
May 6	Winter Term final grades
June 13	Spring Phase final grades

Report cards are sent to the parent emails on file. Please make sure those email accounts are set to receive emails from St. Benedict's Prep, or check the spam folder if you do not see the report cards. Contact registrar@sbp.org if the parent email address needs to be updated.

Please consult the calendar before planning family trips. Vacations are considered unexcused absences.

Summer Phase (5 weeks in July-August - **mandatory**)
Middle Division and Freshman students take two academic courses and are oriented to the school. UD1 students are enrolled in a leadership curriculum (WAC). UD2/SY students take intensive elective courses, and UD2 students take their WILD expedition. Summer Phase is required for all students in those divisions.

Elementary Division students are oriented into the school and explore different projects related to community building and begin core coursework.

Fall/Winter Terms (two 14-week semesters)

Prep Division students take college prep courses (four 75-minute blocks each day, with each course lasting one term) with many activities and sports.

Middle and Elementary Division students complete coursework in their core curricula.

Middle Division students have their activities as part of their instructional day.

Spring Phase (5 weeks in May)

Out-of-classroom experiential and community-service projects with exchange programs for the Prep and Middle Divisions. Elementary Division students continue core coursework. Graduation is the first Sunday in June for the Boys Prep Division, the first Saturday in June for the Girls Prep Division, and the Friday prior for the 8th grade.

Whom Do I Call?

Please use this list to determine the proper person to contact regarding your questions or concerns. Contact information is located at <https://www.sbp.org/faculty>

Headmaster – Guides the vision and development of the school
Fr. Edwin Leahy

Senior Associate Headmaster
Dr. Ivan Lamourt

Associate Headmaster for Academics – Responsible for instruction and curriculum
Mrs. Michelle Tuorto-Collins
*Always contact your teacher first if your issue is directly related to a particular class.

Athletic Director – Responsible for interscholastic athletics and all coaches
Mr. Frank DiPiano

Director of Admissions – Responsible for new and transfer student admissions
Mr. Mario Gallo

Admissions Assistant – Responsible for financial aid and student records updates
Ms. Sarah Ramos

Chief Advancement Officer – Responsible for development and alumni relations
Mr. Michael Fazio

Director of Facilities – Responsible for SBP property maintenance and upkeep
Mr. Luis Ramos

Dean of Counseling – Responsible for student psychological services and crisis management
Dr. Sinclair Davis

Dean of Students – Responsible for upholding community standards for students
Ms. Cortney Butler - elementary division

Mr. Jesse Alexander - middle and prep divisions

Deans of the Divisions – Responsible for student academic issues, interventions, and planning

Dean of the Elementary Division - Sr. Ann Marie Gass, SSJ

Dean of the Middle Division - Mr. James Duffy

Dean of the Girls Division - Mr. Alexander Melchor

Dean of the Boys Prep Division - Mr. David Rodriguez

Level coordinators – Responsible for student support on grade levels

Freshman Level Coordinator (girls) - Mr. Alexander Melchor

Upper Division/Senior Level Coordinator (girls) - Ms. Char-Lotte Searcy

Freshman Level Coordinators (boys) – Mr. Alexis Arriaza and Mr. Jon Marlow (academics)

Upper Division 1 Level Coordinator (boys) - Mrs. Danielle Laube

Upper Division 2 Level Coordinator (boys) - Mr. Cavill Henriques

Senior Level Coordinator (boys) - Mr. Brian Delaney

Dean of College Placement and Career Development – Ms. Susanne Mueller
College Placement staff: Mr. Marcus Morales, Ms. Noreen Connolly, Mr. Matthew Salazar

Registrar – Responsible for student academic records and reports
Mr. Hodge

*Please use the registrar@sbp.org email address to contact Mr. Hodge.

Executive Director of the Fr. Mark Payne Institute - Dr. Glenn Cassidy

Director of IT – Mr. Dexter Lopina

Director of Finance – Mr. Gerard Aurigemma

FACTS tuition payments – Ms. Danielle Assadourian

Magnus - Ms. Mai-Lan Moore

Federal lunch program - Mr. Christopher Hodge & Sylvers Owusu

Family Portal/Magnus Instructions

The Magnus Student Information System is the system SBP uses for student medical information, consents, waivers, permission forms, etc. There are many benefits to this including less paperwork for parents to complete each year and having more accurate information that is accessible to parents and the appropriate employees at our school. As this is a web-based system, you will have continuous access to your child's health record as well as the ability to make updates when needed.

To access your Magnus Health Account

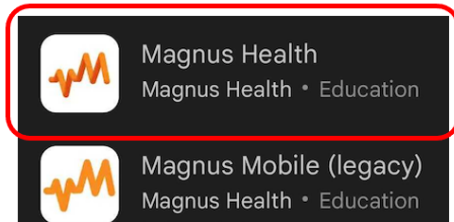
1. Log on to Parents Web
2. Click on the Medical Tab
3. You will see a link to Magnus Health

Logging into the Magnus Portal through your school's website

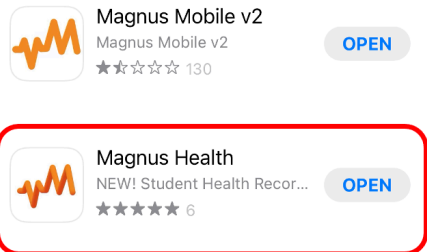
1. Navigate to the Magnus Portal Login button from the school website > Students & Parents > Magnus Health..
2. When you are logged into Magnus, hover over your name in the upper left corner of the screen.
3. Choose "Change Credentials."
4. Create a Username & Password that only you know and will remember. These will be the credentials that you will use for the mobile app login only. This will not change how you access the Magnus Portal through your school's website.
5. On your mobile device, **download the new mobile app that is named "Magnus Health" from the Apple Store or the Google Play store.**
6. Log into the new Magnus Health mobile app from your phone using your new username & password.

(The Magnus Health App is the Best and Easiest Method of Using Magnus!!)

Google Play Store



Apple App Store



Getting started with the new Magnus Health app is easy!!

Here are instructions for logging in and performing some common activities.

Open the Magnus Health app and enter your mobile app username and password for your desired account:

Note: if the system does not recognize your username or password, please follow the instructions below under “If you don’t know your mobile app credentials.”


1. The first time you log in, you will be asked if you want to save your credentials and if you want to use either Face ID or Touch ID (depending on your device). These prompts will be asked only the first time you log in.
2. You will now be logged in and can start using the new app!

Performing Common Activities

Everything from daily assessments to uploading documents to accessing the student information you need is easy with the new Magnus Health mobile app.

Here are steps to perform some common activities:

Completing Requirements/Forms

- Select the Student icon at the bottom of the screen. Then select the student's name and click on Forms. Magnus will show you which requirements are outstanding or complete/approved.
- If you see a  next to a requirement, then your form has been submitted, but is pending approval. (please allow time for me to do this)

Uploading Documents

- Open the form that you want to upload a document into and then select Upload Files, Images or Photos.
- Select the option you want to use -- Take Photo or Video, Photo Library or Browse files. Attach the document, and then submit.
- If your upload has more than one page, you must submit one page at a time.
- If you continuously have problems uploading forms, you can email them to me directly at mai-lan.moore@sbp.org.

Accessing other Vital Health Record Information

- Select the Student icon at the bottom of the screen and click on the student's name.
- Select the desired section (for example, insurance information or allergies).

****PLEASE DO NOT IGNORE EMAILS/UPDATES FROM MAGNUS, AS A NEW FORM MAY HAVE BEEN PUBLISHED FOR YOU TO COMPLETE!!****

(You will receive an email from me prior to a new form/requirement being published in Magnus)

****You will receive weekly email reminders to complete outstanding requirements until they are completed****

Logging in -- if you don't know your mobile app credentials

If you don't know your mobile app credentials, you need to update them from the Magnus Portal on your desktop/laptop. Here are instructions depending on whether you log into your Magnus Portal directly or via your school's website:

Logging into the Magnus Portal directly

1. Navigate to the [Magnus Portal](#).
2. Select "Having trouble logging in?"
3. Follow instructions to update your Username and/or Password.
4. Your new credentials can be used to access the Magnus Mobile Apps and the Magnus Portal on your desktop/laptop.
5. On your mobile device, download the new mobile app that is named "Magnus Health" from the Apple Store or the Google Play store.
6. Log into the new Magnus Health mobile app from your phone using your newly created username & password. The first time you log in, you will be asked if you want to save your credentials and if you want to use either Face ID or Touch ID (depending on your device). ****You must click 'yes' if you wish to use the 'switch account' feature.***

Questions or Problems?

If you are having difficulty navigating the Magnus system, entering data online, or downloading the hardcopy cover sheets and forms, or if you have any other questions, please contact me at mai-lan.moore@sbp.org or call (973)792-5782.

St. Benedict's Prep Student Health Policy

Our goal at St. Benedict's Preparatory School is to provide your child with safe, quality health care during the school year.

The Health Office/Infirmary is located:

Elementary (Livingston St. Location) - Front office across from Security

- Staffed by **Carolyn Hunter, RN**
- p: (973)782-2306 e: chunter@sbp.org

MD/Prep Division (520 Dr.MLK Location) - St. Mary's Hall 2nd floor

- Staffed by **Mai-Lan Moore, RN**
- p: (973)792-5782 e: mai-lan.moore@sbp.org

The Nurses administer first aid in the case of an accident or illness during school hours. In the event a student becomes ill and needs to go home, the Nurse will notify the parent/guardian. If the parent is unable to pick up their student, the parent/guardian will have to grant permission to the appropriate dean and security to release the student from school. Dismissal through the School Nurse is considered an **excused absence**.

Reporting an Absence Due To Illness

If your child becomes ill/ has not recovered from being sent home, please email the appropriate division to report your child's absence.

- Elementary - edattendance@sbp.org
- MD/Prep Divisions - attendance@sbp.org

When to Keep Your Child Home From School and When to Return:

General Symptoms to Stay or Go Home	Able to Return to School
Fever Temperature of 100°F or above with or without symptoms	Fever-free without the use of medication for 24 hours (i.e. Tylenol, Motrin, Advil)
COVID-19, Influenza, RSV	With improving symptoms and fever-free for 24 hours without the use of any medications. Additional precautions of masking and social distancing for the next 5 days are recommended.
Cold Symptoms: Congestion, Runny Nose, Cough - without fever	Symptoms should be minimal, and student should feel well enough to participate in the daily school routine
Sore Throat With or without Fever and or Swollen Glands	Symptoms should be minimal, and student should feel well enough to participate in the daily school routine
Vomiting	Symptoms should be minimal, and student should feel well enough to participate in the daily school routine
Diarrhea	When symptom-free for 24 hours
Rash If accompanied by fever, malaise, headache, vomiting	The student may return to school when the skin is clear or when certified by a physician that the condition is not contagious
Strep Throat or Scarlet Fever	Student has completed at least 24 hours of antibiotic therapy, and is fever-free for at least 24 hours without the use of fever reducing medication

Eye Infection (Pink Eye) Sclera is pink/red, with drainage	The student has completed at least 24 hours of antibiotic therapy
Hospital Stay/Outpatient Surgical Procedure	Should be accompanied by a copy of the discharge instruction and/or a doctor's note permitting a return to school, indicating any required school modifications
Open Lesion/ Draining Wound For specific guidelines for Impetigo, Ringworm, Scabies contact the School Nurse	Lesion must be able to be securely covered, and must not be draining, bleeding, or weeping
Orthopedic Injury	The use of crutches, boots, and/or other orthopedic items is permitted only with written authorization from a physician. Documentation should also include any necessary school modifications.

Information that must be renewed every year:

It is extremely important that your child’s **Magnus Profile** is completed at the beginning of each school year. Not only does their profile keep our health staff updated with important medical information, but it also includes permissions and waivers needed for your child to participate in various activities. **Some requirements expire at the end of each school year and do not roll over.**

- **Annual Physicals** – Our Student Health Policy requires that **ALL** students have a physical examination performed **annually**, regardless of participation in sports. This policy recognizes the importance of the family physician in identifying health problems, prescribing appropriate medication, and providing a link between a child's medical needs and our school health care professionals. Failure to maintain a current physical will result in medical suspension.

- The following forms are to be completed by your Dr/PA/FNP/APN. Physicals expire 1 year after the date they are performed:
 - Universal Child Health Record (grades K-6)
 - Preparticipation Physical Evaluation Packet (grades 7-12)
- **Prescription Medication Form** - Medications that need to be kept in the Nurse's office (ie. asthma pumps, epi pens, allergy meds, antibiotics)
- **Over The Counter Medication Form** – You will need to approve medications the school nurses can administer to your child and electronically sign these documents each year.
- **Action Plans (if applicable)** – for students who have a history of:
 - ❖ severe asthma
 - ❖ life-threatening food/drug/environmental allergies
 - ❖ diabetes
 - ❖ seizure disorders
 - ❖ cardiac problems

Physical Forms, Action Plans, and Medical Exemption Forms can be sent to you upon request. They are also available on the Health Services page at SBP.org. After completion, you can upload your forms to Magnus, bring them to SBP, or email them directly to Nurse Moore at mai-lan.moore@sbp.org.

Immunizations

- Unless exempt because of valid medical reason(s) all students are required to have the minimum required number of doses to attend any NJ school.
- Records must include all immunizations received **since birth** and can be obtained from your pediatrician, previous school attended/A-45, or NJIIS record.
- A summary of the minimum immunization requirements to attend NJ Schools can be found at: https://www.nj.gov/health/cd/imm_requirements/acode/
- **Students Entering 6th Grade** - New Jersey State law (N.J.A.C. 8:57-4) mandates all students entering Grade 6, or when they turn 11 years of age, are required to receive the **Tdap** and **Meningococcal Immunizations**.

The Newark Department of Health performs immunization audits annually. Students who are not compliant with immunization requirements will be placed on Medical Suspension until missing immunizations are received or a provisional track is started. If records are not rectified by the end of the provisional period, the student will be dismissed from St. Benedict's Prep.

For students with Religious Exemptions from Vaccinations - In accordance with **N.J.A.C. 8:57-4.39 (d)** and **4.4 (d)**, In the event of an outbreak of a vaccine preventable disease for which your child is not fully vaccinated, your child will be excluded from school by the Newark Department of Health. This is to protect his/her health and the health of all our students and staff. It is important to understand that with some diseases such as measles, one infected child is an outbreak. The length of time your child will be kept out of school depends on the disease. St. Benedict's Prep is not responsible for providing virtual/remote learning during your child's exclusion. You will have to coordinate with your local school district to provide learning for your child.

If your child is excluded, your child will also be excluded from school sponsored activities, such as sporting events, dances, and graduation that occur within the exclusion period. St. Benedict's will notify you when your child can return to school.

Student Medication and Administration

Medications are administered by the School Nurses only, unless there is a staff member designated to do so (ie, school trip, FY overnight, Appalachian Trail). Over-the-Counter Medications as well as Prescription Medications are kept in a locked cabinet in the Nurse's office. Only the Nurse and the Director of Emergency Management have the key. Administration of Medication(s) is logged in the Magnus Student Information System.

Parent(s)/Guardian(s) sign two consents in regards to medication administration:

- **Prescription Medication Form**- if the student requires prescription medication or specific OTC medications to be administered during school hours.
- **Over-The-Counter Medication Consent** - parent(s)/ guardian(s) can

approve/ decline which stocked medications their child may receive from the nurse as needed.

Concussion Screening

Due to a noticeable increase in head injuries among students, athletic and non-athletic related, we are implementing a mandatory concussion testing policy for ALL students in grades 7-12.

This policy does not apply to Elementary Students.

All students in grades 7-12 will be required to complete baseline testing through IMPACT before the start of Summer Phase. This testing is a precautionary measure that will allow medical professionals to better assess and manage potential head injuries should they occur. The safety and well-being of our students remain our top priority. IMPACT testing is a widely accepted tool used by schools and sports organizations across the country to ensure appropriate care and recovery plans can be followed in the event of a head injury. The concussion test baseline is **valid for 2 years.**

Sunscreen and Sun Protection

Students do not require documentation from a health care provider in order to use sunscreen or sun-protective clothing, including hats and sunglasses, while outdoors. School personnel are also not required to assist a student in applying sunscreen. If your student requires sunscreen, hats, or sunglasses during the summer months, the following are **NOT** allowed:

- aerosol sprays
- lotion or cream sunscreens with strong fragrances
- Hats with vulgar language or images

SBP may revoke a student's access to sunscreen if this rule is not followed.

Student Health Records

St. Benedict's Prep uses the Magnus Student Information System to retrieve and store medical information such as:

- Demographic Information
- Health Emergency Contacts
- Clinic Alerts - Severe Allergies/Medical Conditions
- Action Plans (Allergy, Diabetes, Seizure, Cardiac)
- Medical Treatment Consents
- Health Insurance Information
- Medications and Administration
- School Nurse Visit Treatment Notes
- Incident Reports
- Uploads of Medical Documents
- Annual Physicals
- Immunization Records
- A-45 Forms
- Prescriptions for Medications

Access to all of the above information is given to the administrators of the Magnus SIS, Dr. Glenn Cassidy and Mai-Lan Moore, RN. Certain staff members are given permission to view Magnus for sports and/or school-related trips/functions. To abide by HIPAA and FERPA laws, this access only includes vital health information (i.e., allergies, disclosed medical conditions, dietary restrictions), emergency health contacts, and consent for medical treatment.

Medical files are kept in a locked cabinet in the Nurse's Office. Only the Nurse has the key. Upon graduation, the student's health file is removed from the Student Health Record File and placed in the Mandated Student Record in accordance with NJAC 6A:32-7.1(l) and NJAC 6A:16-2.4(c)5.

As per NJ Admin. Code 6A:32-7.8, the student health file, which includes the Health History/ Immunization (A-45) is kept for 100 years unless the student transfers/ withdraws. In that case, the records are sent to the institution where the student will continue their education or released to the parents after a release of medical records is signed

Lunch Program

St. Benedict's is a participant in the National School Lunch and Breakfast Program. Some students may be eligible to receive a free or reduced lunch from the Federal government. In order to continue participation each student needs to fill out an application by going to <https://www.payschoolscentral.com> before school starts back up after the summer break is over. Students will be advised of their eligibility and they will receive their discount through the use of their ID card. Even students who may not be eligible, need to return a lunch form in order for the school to continue its participation in this program. Students will be able to deposit money on their lunch account by registering and making payments here <https://www.payschoolscentral.com/>

Please contact Mr. Owusu (sowusu@sbp.org) or Mr. Hodge (chodge@sbp.org) with any questions regarding this program.

“Textbook Loan” Forms

Each family is asked to complete a “textbook loan” form, or “Student Request Form Loan of Textbooks” as found on Magnus, every single school year. This form gives us access to state and federal funding for things like textbooks, technology, nursing, security, early college, professional learning for teachers, supplies for English language learners, counseling supplies, and much more. In a given year, each signed form is worth over \$500 per student in funding. THIS FORM MUST BE SIGNED EVERY YEAR. Forms will be sent to families via Magnus and must be completed in a timely manner for us to receive our funding. *Unsigned forms will result in an additional charge on tuition bills.*

Working Papers

Working papers are now completed through the New Jersey Department of Labor and Workforce Development online and no longer require a school administrator to sign off on them. Find the link to the application here: [Working Papers Online.](#)

School Closing and Communications

St. Benedict's Prep does not ordinarily close due to poor weather conditions. Therefore, it should not be assumed that classes have been canceled because of snow or other severe weather, even if the other schools in the area have canceled classes. In case of an extreme situation, a message will be sent out through the Intrado system. This system gets parent information from FACTS SIS, so it is important that families let the school know about any changes in contact information. That information can be sent to Christopher Hodge, registrar@sbp.org. If your information is up to date and you are not receiving SchoolMessenger messages, please contact Priscila Cruz, pcruz@sbp.org.

Identification Cards

All students will be issued a new ID card and lanyard in July of each year. Students will have the opportunity to take or update their ID picture at the beginning of the school year. ID cards are needed to enter the school property, to receive meals in the cafeteria, to gain access to athletic events and afterschool activities, and during athletic or educational trips away from school property. STUDENTS MUST WEAR THEIR ID CARD as part of the school uniform. Lost ID cards will be replaced for a fee at the front desk.

The Group System

A board of student leaders runs the daily operation of St. Benedict's. The day-to-day operation of the school depends on the actions, decisions, and cooperation of that board. These students are responsible for running the cafeteria and Convocation, in addition to many other responsibilities according to their positions. Students are expected to cooperate with their leaders and contribute positively to the Group system. One does not need to have a leadership title to exhibit leadership.

Draft

Transfer students will be drafted into groups at the end of Summer Phase. Freshman students will be drafted into groups at the end of Fall Term. Once drafted, students will remain in their respective groups for their entire St. Benedict's Prep careers.

Students being drafted are not permitted in the area of the draft. The order in which students are drafted is forever a secret.

Membership

Membership (black hood) can be earned after a student has spent a full year at St. Benedict's in the Prep Division. The one exception is for SY transfers after fall term.

GENERAL PROCEDURES

Membership evaluations should take place after fall term, after winter term, and after summer phase (which takes into consideration performance during both spring and summer phases).

If group leadership/moderators don't respond regarding membership decisions, the default is no membership.

Membership should be publicly recognized at Convo after each evaluation period.

ACADEMIC STANDARDS

Students are evaluated for membership at the end of their first (Beginner) year in the Prep Division (exception: senior transfers will be evaluated at the end of Fall Term) using the 4 As.

Minimum 2.0 cumulative GPA during the membership evaluation period

*Consider effort grades for students who have less than a 2.0. Group leaders and moderators can use that to inform their decisions and make exceptions.

No Fs during the membership evaluation period

*Consider effort grades for students who have an F in a class. Group leaders and moderators can use that to inform their decisions and make exceptions.

ATTENDANCE STANDARDS

A student can have no more than 10 lates for the year by the time of the membership evaluation. Exceptions can occur for extenuating circumstances.

Group leadership and moderators will take absences into consideration when making membership decisions, especially as they reflect attitude.

Students who absent themselves from school for a non-school related extended absence without petitioning and receiving permission will not be considered for membership.

No doctor's notes for medical absences will be accepted after the term in which the absence occurred is over.

ACTIVITY STANDARDS

All FY must complete two activities in their FY year. All UD/SY transfers must complete one activity in the same time period. A list of non-athletic activities is available at <https://www.sbp.org/studentparents/frequently-asked-questions> , and information about athletic activities is available at <https://www.sbp.org/activities/overview>.

Students who earn membership will be permitted to wear the black hood. Students who do not earn membership because of a deficiency in one or more of the As will need to seek out and accept help to improve their standing in order to earn membership, and will continue to wear gray.

Financial aid implications: Students who do not meet their activities obligations, have poor attendance (absences/lates), and/or do not perform to potential in academics will have their financial aid awards reduced.

Attendance / Lateness

1. School begins for all students with convocation at 8:00 am on a normal day.
2. Students considered late (arriving after 8:00) may not, at the discretion of the Headmaster or his/her representative (eg, Dean of the Division), be permitted to attend first block.

3. If a student is to be late or absent for known reasons, students or parents should email attendance@sbp.org to confirm the absence. Students should also communicate absences to their Group leader and their teachers.
4. Students are responsible for any work that they miss, even if the lateness or absence was excused. Students missing an entire day of school for an appointment is considered unexcused. Please make dentist, doctor, DMV, and other such appointments at times that interfere the least with the student's ability to attend school.
5. Students should obtain permission for college visits a week in advance from the College Placement staff.
6. No doctor's notes for medical absences will be accepted after the term in which the absence occurred is over.

Petitioning for extended absences (non-school related): A student wishing to absent him/herself from school for 3 days or more for a non-Benedict's activity (eg, college program, sports tournament or camp, or trip) must submit a letter stating the dates and reason for the absence to Fr. Edwin no less than 2 weeks before the proposed absence (students are encouraged to petition for permission as early as possible, especially if tickets need to be purchased). The request will be reviewed in conjunction with the appropriate people (eg, the student's teachers), and a decision will be communicated to the student within a few days. Excused absences will be subject to the grading policy in effect in the class or term (for example, a student still may not miss more than 3 days of Summer Phase to receive course credit, and all absences during Spring Phase need to be made up through the project teacher). If a student chooses to absent him/herself without the permission of the school, teachers have no obligation to provide makeup work, and the student may be asked to withdraw. *Vacations are not considered for excused absences.*

Attendance and course credit: Students who miss more than 10% of classes in Summer Phase (more than 3 days), Fall Term (more than 7 days), or Winter Term (more than 7 days), or who have any unexcused absences for Spring Phase, may not receive course credit and will receive an audit or F on the transcript. Medical issues leading to absences need to be documented in order to avoid this. Courses that are requirements will need to be repeated in order to earn credit.

Financial aid and attendance: Excessive lates and/or absences will result in the reduction of a student’s financial aid award.

Counseling

Staff

Dr. Sinclair Davis – Dean of Counseling Services

Dr. Ivan Lamourt - Psychologist

Ms. Charlsey Sheib – School Psychologist

Ms. Simena Carey– Counselor

Dr. Bianca Kazoun – Counselor

Bhavika Patel– Counselor

Danny DeLorenzi – Counselor/Velvet Rope

Explanation of Counseling Services

SBP’s counseling program is staffed by PsyDs, school psychologists, counselors, and psychology interns from local universities. Each member of the counseling staff is committed to identifying the individual realities that students may live through. Our goal is to help students identify their emotions and respond to them appropriately.

- Individual
 - Students have the opportunity to meet with a counselor, or another counseling staff member, on a regular basis.
- Family
 - Communication issues that persist between parents and students are addressed.
 - The counselor’s main role is to foster a safe environment where either the student or his/her parent(s) can discuss salient issues with one another.

Process of Student Referral

- Student referrals come in the form of other students, teachers/faculty, and/or family.

- When students are referred to the counseling office, there will be a short consultation interview (depending upon situation and staff availability).
- Students will then be given a consent form to be brought home, where it is to be signed by either a parent or guardian and then returned to a clinician in the counseling office.
 - Students that are under the age of 18 may not receive services without returning a consent form signed by the student’s parent(s) or guardian(s).
- Once the office is in receipt of consent, we will assign the student to a clinician to schedule sessions together.

Group Counseling

A clinician moderates a group discussion where the topics vary by the specific group. The duration of each session is approximately 30 minutes and begins each morning in the Grossman Family Counseling Center at the same time as Convocation.

- Unknown Sons:
 - For students who have experienced some form of father absence, which is defined by the student.
- Alateen:
 - For students who are impacted by the substance abuse of a family member.
- Blue Man Group:
 - For students who are experiencing symptoms of depression and/or anxiety.
- Anger Management:
 - For students who exhibit explosive or impulsive behavior.

Signs Counseling is Needed for Students and How to Identify Warning Signs for Stress

Young people, like adults, experience stress. It can come from a variety of sources including doing well in school, making and sustaining friendships, or managing perceived expectations from their parents, teachers or coaches. Some stress can be positive in that it provides the energy to tackle a big test, presentation or sports event. Too much stress, however, can create unnecessary hardship and challenge. Tuning into emotional or behavioral cues is important in identifying potential problems in order to provide guidance and support.

Here are some tips from the Grossman Family Counseling Department that will help you identify students who may be struggling:

Watch for negative changes in behavior. Students may find it difficult to recognize and verbalize when they are experiencing stress. For teenagers, while spending more time with and confiding in peers is a normal part of growing up, significantly avoiding parents, abandoning long-time friendships for a new set of peers or expressing excessive hostility toward family members, may indicate that the teen is experiencing significant stress. While negative behavior is not always linked to excessive stress, negative changes in behavior are almost always a clear indication that something is wrong. Adults will want to pay attention to these behaviors and determine an appropriate response or intervention.

Understand that “feeling sick” may be caused by stress. Stress can also appear in physical symptoms such as stomach aches and headaches. If a student makes excessive trips to the school nurse or complains of frequent stomach aches or headaches (when they have been given a clean bill of health by their physician), or if these complaints increase in certain situations (e.g., before a big test) that child may be experiencing significant stress.

Be aware of how the student interacts with others. Sometimes he or she may seem like his/her usual self at home but be acting out in unusual ways in other settings. Being in contact with teachers, school administrators and leaders of extracurricular activities can help in tapping into their thoughts, feelings and behaviors, and be aware of any sources of concern.

Listen and translate. Students may express feelings of stress by saying negative things about themselves, others, or the world around them (e.g. “No one likes me,” “I’m stupid,” “Nothing is fun.”). It is important for adults to listen for these words and statements and try to figure out why your child or teen is saying them and whether they seem to indicate a source or sources of stress.

Respect and Cooperation

Students are expected to cooperate with all school rules as outlined verbally or in writing.

In respect for each other, students need to refrain from the use of inappropriate language and behave in a manner which represents St. Benedict's Prep in a positive light at all times.

In respect for the property, students must be cautious in the use of all school property. Students should do their best to take care of the areas that they are using. Students should pick up litter when it is seen and should be willing to lend a hand in keeping the property neat.

To help in this cause there is to be absolutely **no chewing gum** anywhere on the property at any time. Eating and drinking are restricted to designated locations, such as the cafeteria and picnic tables. Other designated locations will be made known by the Headmaster and/or Senior Group Leaders.

In respect for their own property and that of others, students should not keep possession of anything which is not theirs. Also, students should keep track of their personal belongings at all times. If an item is missing, the student should first search for the item, then report it as missing.

Students undergo safe environment training twice a year through the Archdiocese's Empowering God's Children program. Topics include boundaries, how to recognize boundary violations, how to respond to persons who violate their boundaries, and how to report such violations to parents, family members, and other trusted adults. All freshmen also receive instruction on these and other related topics in their health classes.

Community Commitment Code

"Benedict's men and women are persons of integrity. Whatever helps my brother or sister helps me. Trust is the virtue by which we build our community, and violation of the community's trust is grounds for dismissal."

We respect the property of others and of the community. It is our responsibility to ensure that we care for our own belongings, the possessions of others, and the shared property of the community. Benedict's men and women do not steal.

We are truthful with ourselves and with our brothers and sisters. Benedict's men and women do not lie.

We take pride in each other's talents and our ability to learn from one another. Benedict's men and women live in community.

Causes for Immediate Dismissal from St. Benedict's Prep

1. Drugs - possession and/or dealing
2. Possession of or association with weapons of any kind, on and off the property
3. Gang affiliation and/or associations
4. Sexual misconduct of any kind on the property (while not rising to the level of misconduct, PDA of any kind - hand-holding, etc. - on the property is not acceptable)

Honor Code

"Anything that hurts my brother or sister hurts me, and anything that helps my brother or sister helps me"

--basis of covenant

"I Trust You." Trust is the heart of our relationships with one another, primarily trust that whenever I am in trouble, you will help me, and trust that you will not let me hurt myself. St. Benedict's students and faculty, therefore, expect the highest standards of honesty and integrity from one another. Furthermore, lying, stealing and cheating are not acceptable behavior at St. Benedict's. Anyone who ignores this responsibility to trust and to help out is failing in an essential matter and may be asked to leave the school.

HONOR CODE STATEMENT

Lying, cheating, and stealing are considered unacceptable violations of the Honor Code and are subject to disciplinary action.

Lie: a false statement made with deliberate intent to deceive; an intentional untruth; a falsehood.

Cheat: to take an examination or test in a dishonest way, as by improper access to answers; to violate rules or regulations.

Steal: to take (the property of another or others) without permission or right, especially secretly or by force.

“I will not cheat. I will not lie. I will not steal. I will report anyone who does.”

LOCKS

There will be no locks on lockers at St. Benedict's (labs and workshops are locked for safety). Because of our urban location, storage areas are locked as well as most rooms and buildings after hours.

LOST AND FOUND

Anything found by students or faculty anywhere on campus will be returned immediately to its owner or a faculty member without delay, without reward, and without penalty.

LABELS

Students and faculty should have their name on all books, clothing, and belongings so that they can be easily returned when misplaced.

PARENTS

Parents' good example and discussion about trust, honesty, and integrity with their sons and daughters will encourage young men and women to grow in understanding their responsibilities to each other. If parents discover that a student has anything that does not belong to him or her, the Dean of the student's level should be immediately consulted to resolve the situation. In teaching students to take care of their belongings, parents should not automatically run out and immediately replace items every time they are misplaced.

SERIOUS VIOLATIONS

The following behavior is considered objectionable:

- stealing from a brother or sister
- lying or cheating on oneself
- ignoring an opportunity to help someone in need
- refusing to seek adult help for a brother or sister who lies, cheats, or steals

GUESTS

Guests must be accompanied at all times by a student or faculty member who is responsible for introducing the guests to the community and for the guests' behavior.

GROUP LEADERS AND SENIOR LEADERS

Group Leaders and seniors bear the special responsibility to actively set a good example for younger students. This includes discussing problems with each other, the faculty and Headmaster. In serious cases the senior leaders may choose to meet with the whole school or with some students after school (after school Convocation) or on other days. This is a serious obligation which all students must attend.

HONOR CODE COMMITTEE

A standing committee of students and adults will be responsible for evaluating actions that are violations of the academic Honor Code. Any violation will be determined by a student's teacher. The teacher will be responsible for the grade given on the specific assignment, speaking to the student initially, and reporting the violation to the Honor Code Committee via the Google Form. The Committee will notify the student of an Honor Code Committee Hearing to discuss the violation. After the hearing, the Committee will make a decision if any further action needs to be taken. The student, the appropriate faculty, and staff will be notified of the Committee's decision.

If the Committee decides that severe action needs to be taken - e.g. suspension or dismissal - the Committee will pass on its recommendation to the Associate Headmasters and Headmaster for their final judgment.

DRESS CODE

Students shall dress in accordance with the following code. The Headmaster, Deans of the Divisions, Senior Group Leaders, and Middle Division Leader will address questions about the acceptability of dress and reserve the right to make changes to the Dress Code as necessary at any time.

All Students:

- **Athletic Wear**
 - Students will be required to wear athletic clothing to participate in certain activities, including, but not limited to:
 - Physical Education
 - Group Games
 - Gray Bee Olympics
 - Activities
 - Middle Division Field Day
 - At these times, the following rules must be followed regarding athletic wear:
 - Sneakers must be worn.
 - To prevent unnecessary wear and damage, no elements of the St. Benedict's Prep uniform may be worn at these times.
 - All clothing must fit properly and cover the student appropriately.
 - Form-fitting clothing is not permitted.
 - Designs messaging, and logos on clothing must be appropriate for a school setting.
 - If female students choose to wear athletic leggings, they must be a relaxed fit and a long shirt is required.
 - No crop tops are allowed.
 - Athletic shorts should be loose fitting and no shorter than 3 inches above the knee.
- **Jewelry**
 - Students may wear jewelry under the following conditions:
 - **Male Students:**
 - Only one stud-type earring may be worn at any time.
 - Earrings with loops are unacceptable.

- Earrings with more than one stud are unacceptable.
- Female Students:
 - Earrings no larger than a quarter are permitted.
 - Up to 2 earrings per earlobe allowed.
 - Only one chain of a necklace type may be permitted. Any chain worn must be tucked inside the polo/hoodie.
 - Bracelets and rings must be kept simple.
- Additional Items
 - False nails, acrylic nail tips, or filler are permitted however are not allowed to be an excessive length.
 - Simple hairstyles are required.
 - Students shall not wear the following while inside school buildings at any time:
 - Head coverings
 - Example: hats, wave caps, skullies, head bands, ear muffs, etc.
 - Hand coverings
 - Example: gloves, mittens, etc.

Beginner Males (Middle Division, Freshmen, Transfers):

- Polos/Hoodies
 - In the warmer months that begin and end the school year*
 - All male Beginners must wear a gray St. Benedict's Prep polo shirt each day.
 - Polo shirts must be tucked in at all times.
 - Nothing may be worn on top of the polo shirts while in school buildings.
 - Freshman and Transfers may be given a more specific uniform for Summer Phase. These will be announced and distributed to students in school.
 - In the cooler months during the middle of the school year*
 - All male Beginners must wear a gray St. Benedict's Prep hoodie each day.
 - Any clothing worn under the hoodie must not be showing on the bottom, in the hood, or in any other way.
 - Nothing may be worn on top of the hoodie while in school buildings.

*The Senior Group Leader and/or Middle Division Leader reserve the right to decide when this change will occur each year.

- Dress Pants
 - All male Beginners must wear khaki (tan/beige) dress or casual slacks. A brown belt shall be worn at all times.
 - Slacks shall be proper fitting and worn with a brown belt at the waist. Pants shall not sag or hang down.
 - Slacks shall not be cut or ripped in any way as to accommodate current fashion or footwear.
 - Additional limitations:
 - Slacks may not have extra pockets, loops, or hooks.
 - Cargo pants are not acceptable.
 - Jeans are not acceptable.
 - Pants with elastic/drawstring waist are not acceptable.
 - Dickie's are acceptable.

- Dress Shoes
 - All male Beginners must wear brown dress shoes.
 - Shoes shall be worn properly and tied through all eyelets.
 - Shoes shall have no more than a 1-inch heel.
 - Any other form of shoe, other than dress, is not acceptable.

Male Members (UD/SY who have successfully completed all membership requirements):

- Polos/Hoodies
 - In the warmer months that begin and end the school year*
 - All male Members must wear a black St. Benedict's Prep polo shirt or hoodie each day.
 - Polo shirts must be tucked in at all times.
 - Nothing may be worn on top of the polo shirts while in school buildings.
 - Upper Division students participating in the WAC or WILDE experiences may be given a more specific dress code. This will be announced and distributed to the students in school.
 - In the cooler months during the middle of the school year*

- All male Members must wear a black St. Benedict's Prep hoodie each day.
- Any clothing worn under the hoodie must not be showing on the bottom, in the hood, or in any other way.
- Nothing may be worn on top of the hoodie while in school buildings.

*The Senior Group Leader and/or Middle Division Leader reserve the right to decide when this change will occur each year.

- Dress Pants

- All male Members must wear black dress or casual slacks. A black belt shall be worn at all times.
- Slacks shall be proper fitting and worn with a black belt at the waist. Pants shall not sag or hang down.
- Slacks shall not be cut or ripped in any way as to accommodate current fashion or footwear.
- Additional limitations:
 - Slacks may not have extra pockets, loops, or hooks.
 - Cargo pants are not acceptable.
 - Jeans are not acceptable.
 - Pants with elastic/drawstring waist are not acceptable.
 - Dickie's are acceptable.

- Dress Shoes

- All male Members must wear black dress shoes.
- Shoes shall be worn properly and tied through all eyelets.
- Shoes shall have no more than a 1-inch heel.
- Any other form of shoe, other than dress, is not acceptable.

Female Beginners (Middle Division, Freshmen, Transfers):

- Tops

- In the warmer months that begin and end the school year*
 - All female Beginners must wear a gray St. Benedict's Prep polo shirt each day.
 - Polo shirts must be tucked in at all times.

- Nothing may be worn on top of the polo shirts while in school buildings.
 - In the cooler months during the middle of the school year*
 - All female Beginners must wear a gray St. Benedict's Prep polo shirt (short-sleeve or long-sleeve).
 - V-neck Pullover (gray) may be worn over the polo shirt.
 - Shirts must be tucked in at all times.
 - No other clothing may be worn on top of the uniform while in school buildings.

*The Senior Group Leader and/or Middle Division Leader reserve the right to decide when this change will occur each year.

- Bottoms

- All female Beginners may choose between the following two options:
 - SBP Gray & maroon skirt with gray knee-high socks or tights.
 - If worn, shorts may not be visible below the hem of the skirt.
 - Length of skirts must follow the "fingertip" rule: a student should be able to stand straight, arms by their side, and not have their fingertips reach past their skirt
 - Khaki Trousers
 - Trousers shall be proper fitting and worn with a brown belt at the waist. Trousers shall not sag or hang down.
 - Trousers shall not be cut or ripped in any way as to accommodate current fashion or footwear.
 - Additional limitations:
 - Trousers may not have extra pockets, loops, or hooks.
 - Trousers must have belt loops.
 - Cargo pants are not acceptable.
 - Jeans are not acceptable.
 - Pants with elastic/drawstring waist are not acceptable.
 - Stretch pants are not acceptable.

- Dress Shoes

- All female Beginners must wear brown "Mary Janes" -- flats with rubber heels and soles -- or brown penny loafers.

- Shoes shall be worn properly and, if laced, ties through all the eyelets.
- Shoes shall have no more than a 1-inch heel.
- Any other form of shoe, other than dress, is not acceptable.

Female Members (UD/SY who have successfully completed all membership requirements):

- **Tops**
 - In the warmer months that begin and end the school year*
 - All female Members must wear a black St. Benedict's Prep polo shirt each day.
 - Polo shirts must be tucked in at all times.
 - Nothing may be worn on top of the polo shirts while in school buildings.
 - In the cooler months during the middle of the school year*
 - All female Members must wear a black St. Benedict's Prep polo shirt (short-sleeve or long-sleeve).
 - V-neck Pullover (black) may be worn over the polo shirt.
 - Shirts must be tucked in at all times.
 - No other clothing may be worn on top of the uniform while in school buildings.

*The Senior Group Leader and/or Middle Division Leader reserve the right to decide when this change will occur each year.

- **Bottoms**
 - All female Members may choose between the following two options:
 - Gray/black skirt with black or gray knee-high socks or tights.
 - If worn, shorts may not be visible below the hem of the skirt.
 - Length of skirts must follow the "fingertip" rule.
 - Black Trousers
 - Trousers shall be proper fitting and worn with a black belt at the waist. Trousers shall not sag or hang down.
 - Trousers shall not be cut or ripped in any way as to accommodate current fashion or footwear.
 - Additional limitations:
 - Trousers may not have extra pockets, loops, or hooks.
 - Trousers must have belt loops.

- Cargo pants are not acceptable.
- Jeans are not acceptable.
- Pants with elastic/drawstring waist are not acceptable.
- Stretch pants are not acceptable.

- Dress Shoes

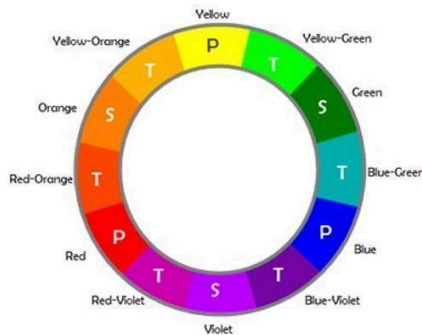
- All female Beginners must wear brown or burgundy penny loafers or Sperry's.
- Shoes shall be worn properly and, if laced, ties through all the eyelets.
- Shoes shall have no more than a 1-inch heel.
- Any other form of shoe, other than dress, is not acceptable.

Additional Information for Prep Division:

- No face piercings are permitted.
- Hair or extensions may only be dyed any natural hair color, as shown in this image:



- Hair may not be dyed these colors:



Acceptable Use Policy for the SBP Computer Network

This policy sets general guidelines for what is and what is not acceptable use of the St. Benedict's Prep computer network and SBP's connection to the Internet. Because the nature of our network involves a significant number of shared resources and communications, all users are required to conduct themselves in an appropriate way and to make use of equipment and services in a way that is not disruptive or harmful to other users or to themselves. Users are required to abide by the following guidelines.

1. The computers and devices purchased by St. Benedict's Prep (SBP) or received by donation are the property of SBP. This includes any device assigned to you for any period of time.
2. Printing is restricted to academic / work related material. Print only what is needed to minimize paper and toner usage.
3. Do not share your password with others. Do not use other people's accounts. If you forget your password, the SBP technology department can reset your password for you. If a member of the SBP IT staff needs to borrow your password for maintenance, reset it when they are finished.
4. Be respectful to those around you who are working. This includes but is not limited to the volume of your voice and any audio you are listening to.
5. Be mindful of what websites you visit. All activity is monitored and recorded. Anyone connecting to or using any resource provided by SBP consents to monitoring. General access to the Internet is permitted for employees and students within the limitations set forth in this policy. Some social media sites are permitted for employees and students within the limitations set forth in this policy.
6. While web and social media contain legitimate business and personal content, they also include content that is inappropriate for the academic / workplace environment including nudity, violence, abused drugs, sex, and gambling. Inappropriate content should not be accessed while using SBP resources. Employees and students should use common sense and consideration for others in deciding which content is appropriate.

7. The following are policy guidelines regarding what you should and should not do when publishing content to the web or social media. These guidelines apply to all communications whether personal or SBP sponsored. Employees and students are responsible for content they publish on the web and social media sites and can be held personally liable for content published. Employees and students can be subject to disciplinary action by SBP for publishing inappropriate or confidential content. These guidelines only cover a sample of all possible content publishing scenarios and are not a substitute for good judgment.
8. Be professional. If you have identified yourself as an employee or student of SBP within a social website, you are connected to your colleagues, supervisors, SBP's students, parents of students, and alumni. You should ensure that content associated with you is consistent with your role at SBP.
9. Speak in the first person when engaging in personal social media communications. Make it clear that you are speaking for yourself and not on behalf of SBP.
10. Be aware of your association with SBP's social media – If you identify yourself as an SBP employee or student, ensure your profile and related content is consistent with how you wish to present yourself with colleagues, students, parents of students, and alumni.
11. Do not register accounts using SBP's name or any other unregistered or registered trademarks. For example, do not create a Facebook page named Gray Bees.
12. Students, do not post personal information such as addresses and telephone numbers on social sites. Employees, be selective on which sites you provide information to.
13. Students, do not agree to physically meet someone you met online without permission from a parent.
14. Do not use ethnic slurs, personal insults, obscenity, or engage in any conduct that would not be acceptable at SBP. You should also show proper consideration for others' privacy.

15. Using SBP distribution lists to raise funds for an outside fund drive without the permission of the Headmaster is prohibited.
16. Employees or students should not try to make unauthorized entry to machines or systems. If an employee or student notices a security breach, notify the SBP technology department immediately.
17. Students may not copy, delete, or install any programs on a school computer.
18. Any costs, fees, and liabilities by misuse or mishandling of devices are the individual's responsibility.
19. Inappropriate activity may result in legal action or losing the privilege of using SBP resources.

Electronic Device Policy

Faculty enforcement of the device policy is expected in order to maintain community, decorum, and safety in this technological age.

- Personal electronic devices are only permitted in classroom spaces when permission is given by an adult and the use is supervised by the adult.

Ministry

Reconciliation: Students are free to approach any of the priests at any time for confession.

Sacrament Preparation: Students who are interested in sacramental preparation should speak to Abbot Augustine.

Monastic Life: Students who are interested in learning more about monastic life are encouraged to speak to one of the monks, who will arrange a visit. This could be a simple tour of the monastery, a visit for Mass and dinner one evening, or even an overnight stay.

St. Mary's Church: Students who do not have a church home are invited to consider making Saint Mary's, the abbey church, their church home. Masses on Sunday are: 7:30 a.m.; 10:30 a.m.; and 5:00 p.m., and on weekdays at 12:15 pm and 5 pm. Students can reach out to the monks to gain access to the church for personal prayer.

Gray Bee Ministry: The Gray Bee Ministry seeks to develop the Catholic and Benedictine identity of the school by offering opportunities for community building, spiritual growth, and service to others. The Gray Bee Ministry is open to ALL students, regardless of their faith tradition. Students can join the ministry to receive activity credit or can make a less formal commitment to help when they are available. The Gray Bee Ministry is responsible for planning Days of Reflection, school Masses, Jesus Runs, and other fellowship and service opportunities.

520 Corporation

520 Corporation is a student-run maintenance corporation critical to our daily operation, established at the Hive in 1998. The students from those earliest days knew it as Renaissance Corp. 520 Corp., as we know it today, assists our maintenance department with many of the daily custodial, landscaping, and snow-removal responsibilities in our school. Likewise, we also help coordinate, set up, and staff special events during school and non-school hours, like "days of reflections" or events held by our local parish or monastery on weekends. It is through this employment that we attempt to provide a critical service to our school and teach students some real life skills. Some of these skills include time-management, financial responsibility, leadership and management skills, community development, problem solving, academic responsibility, and many more. This Corporation, or group, is currently composed of a faculty moderator and about 14 students, amongst them, a Manager and Assistant Manager who are responsible for daily operation. As well as working together, we also engage in group activities, like field trips, to create team building and community cohesion and dependability. Mr. Ramos is the faculty moderator, and students interested in working for the 520 Corp. should contact him.

Leahy House

Students who are interested in living in Leahy House need to obtain an application for residence from Dr. Lamourt. Once the application is received, the process of

interviews and reviews will begin. A student who is accepted into Leahy House will be given a Leahy House Handbook, and is expected to adhere to the rules and schedules that are in place. Students are expected to make a commitment to spend the entire school year living in the house. Beds in the house are limited and most are already filled.

Academic Issues At "The Hive"

TUTORIALS: If a student is experiencing difficulty in a class, or just wants extra help, he/she must see his/her teacher during tutorial, the period of time after classes. Also, many teachers hold tutorials in the morning before classes begin, and during their free blocks. Students can also receive help in their Groups from faculty moderators and their peers. Arrange meeting times with your teachers.

Extra help is also available in the Room 44 Homework Help Center (Boys Prep) and Room 73 Homework Help Center (Girls Prep) during posted hours. The National Honor Society (Prep Divisions) and National Junior Society (Middle Division) members also provide tutoring.

ACADEMIC GRADE POINT AVERAGE: The numerical value of the grade received in a course (grades from A to F) is multiplied by the unit of credit assigned to the course. These points are added up and divided by the total units to find the grade point average. Students are then ranked according to these averages. Grades are assigned these values:

A: 4.0 B: 3.0 C: 2.0 D: 1.0 F: 0.0

For "+" and "-", a value of .333 is added or subtracted.

HONOR ROLL: The Honor Roll is posted after Fall and Winter Terms, and is based on a student's Grade Point Average. Honors (3.0 to 3.29); High Honors (3.3 to 3.69); Highest Honors (3.7 to 4.0).

INCOMPLETES or FAILED COURSES: If a student fails a required course for the term, then that course must be made up in its entirety the following year. We do not allow students to make up a course in summer school, here or elsewhere.

AUDITS: Students are eligible for audits if they miss more than the allowed number of class days in the term (unexcused) and otherwise complete work at a satisfactory level during the rest of the term. Audits do not receive course credit. If the course is a required one, it will need to be retaken at St. Benedict's.

FIFTH-YEAR OF STUDY: Some students, because they fail a number of courses, will be given an option to study here at Benedict's for an additional year because it will take that individual five years to complete graduation requirements. A student is not considered a Senior unless he or she can complete graduation requirements in that academic year.

GRADUATION REQUIREMENTS: The following courses must be completed by a student at St. Benedict's Preparatory School in order to meet the requirements for graduation.

1. Four courses in:
 - a. English (English I through IV. Students who do not place out of the FY Writing Seminar will also be required to take that course.)
 - b. History (WH1, WH2, US1, US2)
 - c. Science (including Biology, Chemistry, and Physics)
 - d. Mathematics (through a minimum of Algebra 2; students who take Calculus must pass both the A and B portions of the course)
2. A minimum of two consecutive courses in the same world language
3. One course in Physical Education
4. One course in the Arts (Fine Arts or Music)
5. One course in Religion
6. One Spring Project for each spring spent in school, including Backpacking as a FY and at least one year of a community service project
7. One Summer Phase for each summer spent in school, including:
 - a. WAC (if enrolled at SBP as a UD1)
 - b. WILD (if enrolled at SBP as a UD2)

NATIONAL HONOR SOCIETY: Students who have a grade point average of 3.3 after their freshman year, or after one semester (fall or winter) as a transfer, can apply for admission to the school's National Honor Society Chapter. Students are considered for admission by a faculty board based on the following areas: scholarship,

involvement in activities, leadership, and community service. There is a National Junior Honor Society in the Middle Division as well.

BOOK FEES: Textbooks or other course materials must be returned at the end of the term. The replacement fee for textbooks is \$75, and prices vary for items such as musical instruments. Students will not receive grades for courses until all materials are returned or financially replaced.

BRING YOUR OWN DEVICE POLICY: SBP is no longer following a BYOD policy. Devices (eg, Chromebooks) will be provided by the school for students to use in class according to the instructions of their teachers.

FINANCIAL AID AND ACADEMICS: Students are expected to achieve at their potential and ask for/accept the help necessary to do so. Students who do not do these things will have their financial aid awards reduced for poor performance.

FACTS SIS Login - Grades

Student grades are accessible through FACTS SIS. These are the same instructions as creating a Family Portal login for a Magnus account.

Account Creation

Site: <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

Click "Create New Family Portal Account"

District Code: SBP-NJ

Email: enter your SBP email address

Click on "Create Account"

Check your SBP email. You will get a message to complete the account creation and to pick a password.

Once you pick a password, you will be able to log into the site.

Accessing the Site Later

Site: <https://logins2.renweb.com/logins/ParentsWeb-Login.aspx>

District Code: SBP-NJ

Username: SBP email address

Password: This password is specific to this site. It may be different than your SBP

Google password

Click on "student"

Click on "Login"

Procedures for All Classes

(NOTE: These are common procedures for all students to follow in all their classes. Individual teachers may have additional requirements that are unique to their particular courses; those will be presented in class.)

1. All students are required to come to class PREPARED FOR CLASS. That means you should bring to class all the required materials (your own textbook, notebook(s), assignment book, pen and/or pencils) and be dressed in accordance with the dress code.

2. Students must be seated IN CLASS ON TIME. Your teacher will explain his/her procedures for dealing with lateness. (NOTE: The class schedule is set up to mark the beginning and ending times of classes.)

3. Students must ACCEPT GOOGLE CLASSROOM INVITES and turn in work through Classroom as instructed by teachers. Assignments may need to be turned in physically as well.

4. BOOKS that you have not purchased (such as textbooks) are NOT to be written in, unless you wish to pay for them.

5. HOMEWORK is to be done during free periods, after school, or at home. Any teacher who finds a student doing homework for some other class in his/her class, during Convocation, or at any other inappropriate time may confiscate that homework and inform the teacher who assigned the homework.

6. ALL WORK is to be done on time and normally should be handed in at the START of the class period on the due date. Your teacher will announce his/her policy regarding work not done on time.

7. WHEN A STUDENT IS ABSENT from class, it is his/her responsibility to check with his/her teachers when he returns to class regarding any missed work. If the student does not see the teacher when he returns after an absence or does not have an adequate excuse for his/her absence, the teacher may elect not to permit the work to be made up (resulting in failure) or may treat it as work handed in late. Individual teachers may announce additional procedures for making up work.

College Application Process

What do colleges look for in a St. Benedict's Prep student?

Course Selection: It's essential to take the hardest classes possible. These courses will most likely be offered in the second year of Upper Division and senior years (i.e. Calculus, Mach & Shak, Project Acceleration courses, courses at NJIT and/or Rutgers, etc.). *The most important part of a student's application to a college is the transcript because it shows what a student did over the course of three and one half years. A high GPA is crucial when applying to college, and a high GPA in classes that are more challenging than usual is crucial if you are aiming for admission to the most competitive colleges.*

Standardized Testing: All Freshman and Upper Division I & II students take the **PSAT** in October. The PSAT results become available to you online a few months later; students access those scores by creating an account on the [Collegeboard website](#). Upper Division II students take the **SAT** exam for the first time in the winter of their UDII year, and then they take the exam again as necessary between then and the fall of senior year. (On average, each student takes the SAT exam 3 to 4 times.) Khan Academy has partnered with Collegeboard so that a student's Khan Academy Account can be linked to their Collegeboard Account, allowing Khan Academy to analyze a student's PSAT and SAT results and create a customized study plan and practice problems focused on the areas of the tests where the student performed weakly. Using that valuable free resource is encouraged. An SAT prep class by an outside

company called Prep for Success is often offered (at an additional cost) to rising seniors in the summer and/or early fall, depending on demand.

Registering for the PSAT & SAT: Students will have the opportunity to take the SAT on a school day at St. Benedict's twice- in the winter (around March) of their UD2 year (as mentioned above) and in October of their senior year. Registration for those two administrations will happen through St. Benedict's. Students are encouraged to take the SAT anywhere from one to three times more outside of St. Benedict's. It is offered elsewhere on Saturdays in May, June, August, November and December. It is essential that you register for any additional SAT exam before the deadline, which is usually 3 to 4 weeks before the test date. You can register at www.collegeboard.org. Remember that deadlines are firm and late fees are costly. Another test that some students take instead of the SAT is the ACT. [Here are the key differences](#). You may want to do practice problems for each and determine which test you like better and focus on that test throughout. We do not offer the ACT at St. Benedict's, but it is offered at other sites in the Newark area and throughout the State. All the advice about how often to take the SAT applies to the ACT. To learn about the dates for the ACT and to register for it, you go [here](#).

If your student has a current educational plan or other educational testing that you think or know qualifies him/her for accommodations on the PSAT and/or SAT, please follow this process to request accommodations:

1. Send your request 4-6 months in advance of the test to collegeboardrequest@sbp.org. This lead time is necessary to collect necessary documentation, perform testing (if needed), and meet the College Board's submission timeline.
2. The counseling department will review your student's file to determine if he/she already has the appropriate documentation to request accommodations. If not, you will be contacted to authorize needed testing.
3. Once documentation is complete, the request will be sent to the College Board.

4. The College Placement office will communicate the results of the request when received from the College Board. If the request is rejected, an appeal will be automatically filed.

Extracurricular Activities: It is important to have a well-balanced high school career. While it is impressive to see a great deal of commitment to a sport or club, you also want to demonstrate interest in and commitment to a variety of areas, from sports to academic clubs, leadership, community service, etc.

How do I find a college? There are so many out there, but how do I narrow the choices down?

College Selection: It is not too early to figure out what type of school might be best for you. The best place to start looking at schools is the internet. [Peterson's](#) is a helpful site for searching colleges by name or major. Don't run from the term "liberal arts college." Most colleges in the U.S. are liberal arts colleges--colleges where you study lots of different subjects but major in one (anything from "humanities" subjects like English, History, Political Science, Criminal Justice, etc. to hard and soft sciences like chemistry, physics and psychology to math.) If a college isn't a liberal arts college, it's a college that focuses almost exclusively on something specific like engineering or business; but many liberal arts colleges also offer majors in those areas while still providing a broad base in other subjects.

College Visits: Plan to visit schools during breaks, trips and vacations. Also, set up a more serious "college tour" the spring or summer before senior year. If costs and time don't allow you to travel far, don't worry: there are 29 colleges in New Jersey alone--some in cities, some in nice small towns, some in rural areas. You don't have to travel out of state to feel like you are "out of state." Visit a variety of New Jersey colleges just to get an idea of what kind of environment you will like in a college. And if your parents can't take you, more than half of these colleges are accessible by bus, NJ Transit train or PATH train. Make plans with a couple of friends to take mass transit

to a college. Most schools offer formal tours and presentations about what makes them special or have "open house" days. If you are interested in a particular school, do an internet search for the name of the school + "visit" (for example, "Visit Princeton University"), and with some exploring, you'll find a calendar on the school's webpage where you can click on different days to see what visit opportunities they have on those days. Use the link for that event to register. Many colleges track "demonstrated interest" and take into account if you have visited them, contact them by email, etc. when they decide who to accept. During the year we offer anywhere from one to two dozen trips to colleges. Sign up and go check these schools out, but do some exploring with your family or on your own as well.

How do I apply?

College Application Process: This process begins in earnest during the summer of the senior year when students take Senior Portfolio class every day. In class, you begin your Common Application (an application accepted by most colleges) and writing the 650 word personal essay that is part of that application. You also narrow "The List" down to 7-10 schools and research when their applications are due and how many teacher recommendations they require (usually one, sometimes two for the more competitive colleges), and you request the recommendations from teachers. You begin applying no later than December and January. You are responsible for knowing your deadlines.

"The Brag Sheet": In the summer of your senior year Ms. Maryam will ask you to complete a Google Doc with two dozen or so questions that enable you to think more seriously about the college application process. This Brag Sheet is designed to help you address some of the issues that you will have to deal with on college application. Put some time and thought into these questions, and it will make the process go a bit more smoothly. Also, Ms. Maryam and other teachers can use these responses when writing your recommendations.

The College Essay: This can be one of the more anxious and frustrating parts of the whole process. But it is crucial to students because it is the best way in which to let admissions counselors learn something about you and your background and experiences. You will finish your first draft in the summer Senior Portfolio class, by you will keep working on it in the fall with Ms. Connolly until she says it is ready for final review by Ms. Maryam. It is final when Ms. Maryam gives it final approval.

The College Application: Many colleges have their own quick application online, but at St. Benedict's, we use the Common Application for any school that accepts it, even if that school has a quicker, easier application on their own webpage. It is not in your best interests to complete an easy and quick application because it doesn't give you the opportunity to show that you are more than a name, address and a series of grades. All of the information that the Common App asks you to complete--information about all of the activities you do, the personal essay, etc.--helps you come across as a real person to the college admissions office. And Ms. Maryam must proofread any application before it is sent. Colleges will make decisions about you based both on what you write and how you write it.

Naviance: Naviance is a website that you will use to keep track of the colleges that you are exploring and, ultimately, the ones you will actually apply to. It is also where teachers will store any recommendations that you request of them. You will be given access to your Naviance account in the late winter of your UD2 year. Although your recommendations will be stored in Naviance, you will not have access to them. Ms. Maryam will send the recommendations to your colleges electronically through Naviance after you have applied.

Recommendations: The College Placement Office sends a Secondary School Report to any college upon request. This includes a college counselor letter of recommendation, a transcript of grades, and other supporting materials from St. Benedict's. If a school requires teacher recommendations, you must approach one or two of your teachers at least a month before the recommendation is due to ask them

if they are willing to write the recommendation for you. If they are, you must request the recommendation through Naviance so that the teacher can later upload the recommendation there.

SAT and Application Fee Waivers: The SAT costs about \$55 each time you take it, and each application to college costs anywhere from \$35 to \$75. But, students who apply for and receive free or reduced lunch get to take the SAT for \$8 at St. Benedict's and for free when they take it on Saturdays, and they pay nothing to apply to colleges. So when the free or reduced lunch application is distributed each year, make sure your parents complete it, whether or not you actually intend to eat the school lunch. If you end up being eligible for the free or reduced lunch, there are a lot of other huge savings.

Financial Aid: This complicated area requires a good deal of attention, initiative and patience. In October of senior year the *Free Application for Federal Student Aid (FAFSA)* for your freshman year of college opens up online, and each family should fill it out. Every college you apply to must receive the FAFSA if you expect to receive financial aid from the college. The FAFSA is free and requires families to supply information based on W-2 Forms and Income Tax Returns. *The CSSProfile* is an additional financial aid application that some colleges--usually the ones with the most generous financial aid program--require you to fill out on top of the FAFSA. Check the [CSSProfile list of schools](#) to see if your school or schools are on it. If they are, you must complete the CSSProfile as well as the FAFSA or you will not receive nearly enough financial aid from that college. There is a fee for this application. Completing your FAFSA and CSSProfile is how the college, the federal government and the NJ State government (if you stay in-state for college) figure out how much money they each should give you in financial aid. We have a financial aid officer from a local college make a presentation each November to answer any questions you have about the financial aid application process. Make sure your parents are there.

Scholarships: A student might be eligible for a variety of "third party" scholarships that are not offered by the college, the federal government or the State of New Jersey. These scholarships from companies, foundations and wealthy individuals, which you apply for, are awarded based on academic, athletic or special talents, unique background stories, etc. Start a search at fastweb.com, unigo.com or scholly.com.