



August, 2020

Dear Parents and Guardians,

Welcome to the 2020-2021 school year! This will be a year unlike any other! Our summer was spent planning for the health and safety of our faculty, staff, and students as well as the academic excellence that we will continue to offer at St. Mary. Thank you for your patience as we delved through many waters to determine the best way to get everyone safely back to school.

Many thanks to our School Planning Committee who investigated, strategized, and created procedures to assist with making a smooth transition back to the school building. The School Plan for the 2020-2021 school year provides many details regarding our return. This plan was emailed to you and is also posted on the website. In addition, I would like to thank our very dedicated faculty and staff who were called upon at a variety of times to assist with the planning. We have had many zoom faculty meetings throughout the summer which allowed us to talk, share, and prepare. I am grateful to all of them.

For this upcoming year Ms. Kirstin Forte, will be moving to 6th grade homeroom but will continue to teach 5th and 6th grade science. We wish to welcome two new teachers to our St. Mary School family. Miss Lisa Lorusso will be teaching third grade (3B) and comes to us from St. Joseph Regional Elementary School in Hammonton. Miss Lorusso is a certified teacher and catechist and comes to us with 9 years of experience. We also welcome Mrs. Maria Howard who is also from St. Joseph Regional Elementary School. She will be teaching 5th grade including 5th and 6th grade math. Mrs. Howard is a certified teacher and catechist and has 16 years of experience in all subject areas including math. Both Miss Lorusso and Mrs. Howard have been involved in our meetings throughout the summer and are excited to join us for the new year. In addition Mrs. Mazzeo (technology) and Mrs. McGrane (art) have chosen to relax and enjoy retirement. We wish them all the best. Mr. Christopher May is joining us as our technology teacher. He is very knowledgeable in the area of technology and has already been working with Mrs. Mazzeo to ensure a smooth transition. I am currently interviewing for the art teacher position. We also say good-bye to Mrs. Nancy Ambroskiewicz who has helped with our After-Care Program for many years.

Our school year will begin with a staggered schedule. Preschool opening information was sent home directly to the preschool families. This schedule will permit our students to slowly get used to returning to school. It will give us the chance to evaluate our arrival, dismissal, and other procedures that we are putting into effect with a smaller group of students. It will also give our teachers more time to feel comfortable with their new responsibilities. Lunch will be served starting the first day of school.

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|-------------------------------|------------------------|---------------------------|
| Tuesday, September 8 | Grades K-2 only | FULL DAY OF SCHOOL |
| Wednesday, September 9 | Grades 3-5 only | FULL DAY OF SCHOOL |

| | | |
|-------------------------------|------------------------|---------------------------|
| Thursday, September 10 | Grades 6-8 only | FULL DAY OF SCHOOL |
| Friday, September 11 | All students | FULL DAY OF SCHOOL |

In a regular school year, we would have been able to invite our parents/guardians into the gym on the first day of school for a prayer service. Unfortunately, we are unable to do that this year. Therefore, we ask that all parents driving their children to school, follow the car line in the morning and drop the students off as directed by the teachers. Parents/guardians will **not** be permitted to park, get out of cars, and escort children to the door. Please take all of your first day of school pictures at home. Bus riders will enter through side gym door. All children will report directly to their homeroom after having their temperature taken. New students and kindergarten students will be escorted to their homeroom.

New parents and parents of children in grades K-3 are asked to place a name badge on your child/children for at least the first week of school. It is helpful to include the bus number or write "Car Line" to avoid confusion at dismissal. For buses, you will receive a bus pass in the mail from your school district listing the location and time of pick up and drop off. You can expect that the bus will run late the first few weeks of school as the drivers become familiar with the routes. Please be sure that your child carries his/her bus pass in the front pocket of their book bag for teachers or driver reference. Also be sure that your child knows how they are going home each day (bus, car rider, or After Care). **Before School Care and After School Care will be offered beginning the first day of school.** After School Care and Before School Care Registration forms are attached and can be found on our website. You must submit a registration form in order for your child to attend the programs. Parents must register a full week in advance before their child(ren) can attend After Care.

Nurse Val will be checking in medication during the first week of school. She will be at a table outside the main office door on Carroll Ave. from 8am to 9am the first four days of school. Parents will need to form a line with safe distancing.

Students must wear masks on the bus and as they enter the school building. Parents/guardians, it is very important that you screen your child for symptoms prior to them leaving your home. In addition, as the children enter the building, they will be screened for temperatures with our new thermal thermometers. Students are to bring a brown bag or some type of small case to store their masks for breaks and during eating times. This will ensure the safe care of the masks. Also, be sure that your child has an extra mask with them at all times.

It is very important that you follow the directives of the plan for arrival and dismissal. For those who are picking up their children at the end of the day, you must wear a mask and you must social distance while waiting for your child to exit the building. Grades K, 1, 2, 7, and 8 will exit through the 2nd grade doors. Grades 3, 4, 5, and 6 will exit through the 8th grade doors. I suggest that if you have a younger student, please get them first and then walk over to the other set of doors for your other children. There will be plenty of faculty/staff on hand to assist you. Please share this information with grandparents or others who may be on pick up duty for your family.

We have purchased many items for health/safety, which will allow students to be socially distant from one another. These items include: individual crates for students to store their belongings, no-touch soap dispensers, sneeze guards for each child's desk, PPE supplies, sanitizers/disinfectants, and a disinfectant sprayer just to name a few items. To help defray some of the cost of these and other materials that were purchased for the health and safety of our students, please add \$35.00 to the supply fee that you will be sending in with your child (PreK-8) on the first day of school. Students who are learning remotely will be charged this additional fee when they return to school. Other supply items on

the supply lists must be purchased by all students including those who are learning remotely. Supply money for remote learners can be brought to school when the books/supplies are picked up.

Students in grades 5-8 are expected to bring their own device each day to school. Students may bring a tablet, iPad, laptop, or Chromebook. Expectations regarding the use of the technology will be sent home to parents in an email from the teachers. Students are to bring their charged device to school beginning the first day. Devices are to be password protected and have a virus protection. Attached is a document with suggested protections for student devices.

As indicated in our plan, we ask that students bring a personal bottle of hand sanitizer and sanitizing wipes. We understand that the wipes are difficult to find. We have stocked up on disinfecting cleaners so no need to worry about the wipes if you cannot find them.

A document regarding remote learning with specific information and expectations will be sent to you today. This is specifically for those who have chosen the remote learning option. Families who have chosen this way of learning must sign and return the last page titled Parent/Guardian Agreement for Remote Learning. You can email it back to us or send a hard copy via postal mail. Books /supplies will need to be picked up by remote learning families the week of September 8th. Remote learning will begin on Friday, September 11th for grades 6-8 only. Grades PreK-5 will begin Monday, September 14th. Each teacher will be checking in with remote students prior to their first day of learning.

Google Classroom information will be sent home to all parents in the event your child/children need assistance with the system.

If your child is absent due to illness, please be sure to call the office and let us know the symptoms your child is experiencing. All absent students (remote or in person learners) need to be called out of school for an absence by 9AM.

Daily class schedules have been adjusted to accommodate as many specials as possible and so that we can utilize our staff in other areas. Many of our home rooms will be split in two in order to have social distancing for Phys Ed and Computer classes. Therefore although the students will only have gym one day per week the students will wear their gym uniforms two times per week. Teachers will let you know which two days they will wear their gym clothes.

Kindergarten Meet and Greet is scheduled for Wednesday, September 2nd. Kindergarten parents will be sent a link through email to Sign Up Genius which will allow you to choose a time to bring supplies, meet the teacher, and see the classroom. When you arrive, please park in the lot and enter the school through the 2nd grade doors. Someone will be at the door to welcome you. Our staff will then direct you to the correct classroom for your child.

For all other grades after 12PM on Thursday, September 3rd you will receive a confidential email from Mrs. Morales at mainoffice2@smarys.org with a link to view your child's homeroom teacher. You will click on the link to open up the report that will state homeroom teacher. If the link does not work properly, you may also copy and paste the link into a web browser. If your email has changed over the summer please email Mrs. Morales at the address above with your new email address. **Please do not wait until September 3rd to let us know of a change of email address as it will be too late for us to get back to you. Email is the only way in which you will receive information regarding placement in class.** Our teachers have spent a great deal of time assessing the classes, personalities, and learning styles of our students in order to create a classroom environment that will, we hope, lead to a wonderful learning experience for your child. Your child's placement has been carefully determined after consideration of these factors. It is a very deliberate process and carefully balanced classroom communities have been created. Please respect the time and energy the teachers have put into the creation of these lists. I look

for your confidence in the placement. Requests for placement were taken into consideration but are not guaranteed. **The homeroom placement will not be changed. Please do not contact the school regarding the changing of homerooms. Placement will not be changed.**

RenWeb is the student information system that we will be using. Current families can use their username and password from last year. New families can visit the school website and follow the directions on the home page on how to create their username and password. RenWeb will be available to all families on the first day of school.

The Free/Reduced Lunch Application was emailed to you and can be found on our website. I encourage you to complete and submit to me if you feel this service could benefit your family. The information that you send to me is kept confidential.

Our counselor, Jessica Smith, is with us full time from 8:30AM until 3:00PM each day. We are blessed to have her with us as she has built beautiful relationships with the students and faculty and has met with several individuals and in groups during our time of remote learning last year and into these summer months. Miss Smith has many lessons planned regarding safety and why we have planned the way we have, mindfulness, emotional intelligence, and will begin classroom instruction early in September. Please reach out to her if you have any concerns regarding your child's transition back to school. Her email is counselor@smarys.org. We ask that you please be sure to read all information that comes home from Miss Smith. She plans to send you information throughout the year regarding the social emotional learning as well as internet safety and proper use of social media for you to share with your child.

At this time we are unable to have volunteers come into our building while the children are present. Mrs. Morales will be in touch with our current volunteers to keep the training and clearances up to date. Please use the drop box outside of the main office for forgotten items from home. The box will be checked on a regular basis throughout the day. Using this box limits the amount of traffic in the office.

The Student/Parent Handbook has been briefly updated and will be soon be on the website. This handbook does not include our School Reopening Plan. The plan is a separate document and can be found on our website. The Student/Parent Commitment form will be sent home during the first weeks of school confirming that you have read the handbook. Just a few reminders.....

- If/when athletics are approved, students must have all mandatory forms completed before the first practice. All forms are located on the front page of the website. Mr. Rob Logan is our Athletic Director and can be reached at athletics@smarys.org
- The section on the cafeteria explains our Nutri-Serve Program and how we are a part of the National Lunch Program which enables us to offer free and reduced lunch to those families who qualify. We do not want to jeopardize our participation in the program, so therefore, birthday celebrations must be done through Nutri-Serve only. They have a birthday celebration package that you can purchase to make your child's birthday fun. It is a program that follows the rule in which sugar is not the first ingredient. Treats from parents/guardians are not permitted. Information about birthday celebrations through Nutri-Serve can be found on our website. **We also ask that you do not bring in lunches for your child from outside vendors as this could jeopardize our participation in the National Lunch Program as well. The application for the participation in the Free and Reduced Lunch School Meals Program is on the home page of our website.** Lunch price for the 20-21 school year will be \$3.05 for students. Information regarding the lunch program will soon be posted on our website.
- In the event that a student does not have a lunch or lunch money and to avoid a child going throughout the day without the proper nourishment, we will provide the student a lunch with the cost to be reimbursed by the parent or legal guardian. In the event of

extensive non-payment of lunch charges (\$20.00 maximum) students must pack a lunch from home.

- Toys, cards, and electronics are permitted this year for Before Care and After Care only due to the fact that students are not permitted to share toys/items. Apple Watches and Fitbits are not permitted.
- Cell phones must be off and in school bags. If phones are found on a student and/or used during the school day, parents will need to pick it up from the school office and the child will be issued a detention.
- Students are not permitted to wear hoodies with school uniform during the school day. Cardigans are optional and available for purchase at Flynn and O'Hara.
- Gym sweat pants are to be cotton material not nylon.
- School shoes must be **ALL black**.
- For the winter uniform, boys in grades 5-8 must wear the navy/maroon and silver striped tie.
- Please refer to the Uniform Policy in the handbook under general appearance regarding haircuts/color (**bleached hair and fad haircuts** are not permitted), hair bows, nail polish, and jewelry. Proper dress for the use of a NUT (no uniform today) card is explained in the handbook. Parents will be asked to bring a change of clothes if students are not in compliance with the policy.

Back to School Night information will be sent to you at a later date.

We are in the process of updating our records and School Messenger, our school notification system. If you or any of your emergency contacts have updated phone numbers or emails that need to be corrected or added to our system, please notify Mrs. DiNunzio as soon as possible at mainoffice@smarys.org.

Our school year is sure to be one of love, laughter and of course academics! The dedicated professional staff of SMS is looking forward to a year filled with a variety of learning experiences and accomplishments for your students.

We are planning to do a Facebook Live as soon as possible to show everyone what we have done to keep our faculty, staff, and students safe. The date and time will be forthcoming. Please talk to your child/children about the guidelines that will be set forth at school. We are depending on your support of the policies that have been put into place to keep everyone safe.

As parents/guardians you, along with your children, are a part of our faith community. I encourage you to adjust your schedules so that you are able to attend Saturday evening/Sunday mass or live stream on Facebook on the weekends. The times for mass at Our Lady of Peace Parish are: Saturday 4:00PM, Sunday 7:30AM, 9:00AM, 10:30AM, 12:00PM and 6:00PM. We are confident that the collaborative, innovative, faithful and compassionate spirit of our SMS family will lead us to grow and thrive in this constantly changing world. Wishing you all the best during these last few weeks of summer!

God Bless,
Mrs. Patricia Mancuso

Suggested Protections for Student Devices

Due to Covid-19 there will be an increase in the use of electronic devices for the purposes of remote learning and social distancing. The variety of devices being used will require students to protect their devices in different ways. Below is a list of viable options to keep your electronic device in good working order sorted by each type of device.

Windows PC (Desktop or Laptop):

Password Protection: In Windows 7/8/10 a password can be added in user settings. An example of such can be seen in the following link:

<https://www.laptopmag.com/articles/change-password-windows-10>

Although, the process varies slightly depending on the version of Windows being used, user settings are always located in Windows Control Panel under User Accounts. If you follow these step-by-step instructions you can also change the password to a PIN. It's suggested that students use their student ID# as their PIN or a common simple password to make it easier to remember.

Virus Protection: Virus protection on Windows 7/8/10 has fortunately become easier to obtain. In fact, the default Windows Defender Firewall and Windows Security for Virus detection is usually more than enough to keep your device safe. These come included on all Windows 10 devices. However, if you'd like an added scan that keeps relatively up to date and does not interfere with other antivirus software, the free version of Malwarebytes should be more than adequate. This should also be used if your using a Windows device that is Windows 7 or lower. This software can be found at this link:

<https://www.malwarebytes.com/mwb-download/>

Just make sure to download the free home version for Windows. The application will download and you'll have to run the installer. It will start with a free trial of premium and after 30 days ask you to upgrade. However, the premium version is only needed for active protection and not for scans and updates. So, there is no need to upgrade the software. Just click the icon in the system tray to run a scan every week or so when your computer has some down time and the program will do the rest.

Android Tablets:

Password Protection: Due to the wide variety of Android tablets running different Android operating systems, changing the password protection on the tablet itself is not as cut and dry. The following link will give you a starting point:

<https://support.google.com/android/answer/9079129?hl=en>

As a rule of thumb, most android tablets will have a security option in their corresponding settings app. Much like setting up a pin with an iPhone, you'll

want to set up a pin that is easy to remember. Almost all tablets that are not Apple tablets are usually Android tablets. If you have any trouble finding these options, your best course of action is seeing if you can locate the information for your particular device via Google or similar search.

Virus Protection: As far as antivirus is concerned tablets are far less susceptible to outside threats simply because of how their apps run within their particular environment. With this in mind, devices are still vulnerable but to a far lesser extent. The best course of action is using common sense and sticking to using apps from the app store on the device. If you desire a little piece of mind, it is recommended you use the Chrome internet browser when browsing the internet and make sure to stick to familiar sites. It isn't advised to download antivirus on these devices cause at best they will charge you for the service with very little chance of catching anything, and at worst will contain malware themselves.

iOS Tablets (iPads):

Password Protection: Adding a PIN or activating other security features on your iOS device is pretty straight forward. You should go to settings, then depending on the model you will see one of the following: Face ID & Passcode, Touch ID & Passcode, or Passcode. All of these options will allow you to make a PIN for accessing your iPad. You can also make use of the Face ID or fingerprint ID if your device supports it. More information on these options can be accessed at this link:

<https://support.apple.com/guide/ipad/set-a-passcode-ipad997daf9f/ipados>

Virus Protection: iOS devices are the least susceptible to malware. This is simply built into their design. The likelihood of encountering malicious software on this platform is extremely low. So there really are not many recommendations for antivirus software, nor is any really required.

Chromebooks:

Password Protection: Locking school Chromebooks is not necessary in most cases. However, if a student brings their own Chromebook to utilize in class, they can enter their own PIN to lock or unlock. Again, it is recommended they use their school ID number for their PIN to keep it simple. To do this follow the guide in this link:

<https://support.google.com/chromebook/answer/2587994?hl=en>.

In most cases, you shouldn't require a PIN to unlock because using your Google account should suffice.

Virus Protection: The great thing about Chromebooks is antivirus is typically deemed totally unnecessary. They are built on a Linux distro and also benefit from security by obscurity. What this basically means is twofold. First, Chromebooks themselves runs apps in a virtual sandbox. Whenever a threat is

detected it doesn't go beyond an annoyance of a program shutting down. Second, there has never been a recorded case of malware targeting a Chromebook, which could partially be attributed to its relative obscurity in general users' hands. Quite simply, there are not many people actively seeking to develop malware for Chromebooks based on the low number of active users. However, the best protection is just sticking to familiar sites and only accessing familiar emails.

MacBooks:

Password Protection: Password protecting your MacBook requires the user to go to the Apple icon in the top left corner. From here go to system preferences, and click security and privacy. There will be a check box you can tick that says "Require Password". For ease of recollection, we recommend using the student's ID or an equally easy password to remember. The MacBook will now require a login whenever you open it or power it up. For more information you can refer to this link:

<https://support.google.com/chromebook/answer/2587994?hl=en>

Virus Protection: Like most iOS devices, such as iPads, MacBooks are far less likely to obtain viruses and malware. However, the likelihood has increased in recent years. For added protection it is recommended you install a program called Malwarebytes for Mac. It's a free antivirus program that lets you scan your device periodically for threats. Like the Windows version mentioned above the software can be downloaded from this link:

<https://www.malwarebytes.com/mwb-download/>

Download the free version of Malwarebytes for Mac. Once downloaded run the installer and it will search for updates. You will be given a 30-day trial of their premium service. However, after the thirty days are up it is not necessary to upgrade. You just will not be given active protection. Simply run the scanner every week or so to keep your Mac in tip-top shape.



Dear Parents/Guardians:

We are happy to provide a Before School Care Program for families that need to transport their child/children to school before our 8:15 am admission time.

A teacher will be available to greet your child/children at 7:15 am at the 8th grade doors.

We need to charge \$3.00 per day. We would expect your payment at the beginning of each week, monthly or for the 180 days of school – the yearly payment. Please indicate your payment on the form attached.

We also need an emergency card for this program and have included such information on the registration form attached.

The program will be available on the first day of school.

Please note if we have a delayed opening for any reason, there will be no Before Care that day.

Sincerely,

Mrs. Patricia Mancuso
Principal



St. Mary School
Williamstown, NJ 08094

BEFORE SCHOOL CARE PROGRAM

Registration/Emergency Information

Child's Name _____ Class _____

Second child's Name _____ Class _____

Address _____

Home Phone Number _____

Parent's Informtion:

Father's Name _____ Mother's Name _____

Work Number _____ Work Number _____

Person to contact in case of emergency:

Name _____ Phone _____

Relationship to child _____

Child's Doctor _____ Phone _____

Physical defects/allergies _____

I give St. Mary school authorization to get medical help for my children

_____ in an emergency situation

when I cannot be reached.

Parent Signature _____

Circle Days of the week Before School Care is needed: M T W TH F

ST. MARY SCHOOL

Aftercare Program 2020-2021



Aftercare Director: Mrs. Regina Schaffer

Welcome to St. Mary After School Care Program. For this year, St. Mary will continue to offer an after school program in a loving Christian environment for the students from Preschool through 8th grade. Below are a few things you should know about the program.

1. The After School Program will be in session every day until 5:30 p.m. A snack will be provided each day with a drink.

2. If your child will not be attending the program on any given day, please send a note to the school addressed to “After School Program” along with a note to the teacher.

Without a note the child will remain in After School Care.

3. We accept children from grades Preschool - 8. The program includes such activities as indoor and outdoor play periods, games, videos and daily homework time. Children who find it difficult to function, or are continually disruptive, will be given a warning followed by a one week probation in order to show improvement. The extended length of a school day may be difficult for some children. If adjustment to this extended day is not in the best interest of all the children, your child may be asked to leave the program. With the love of Jesus and His Mother Mary, we will work together to make this program an enjoyable and fun-filled experience for your child.

4. **THERE WILL BE NO AFTERCARE ON ANY SCHOOL EMERGENCY CLOSINGS. (i.e. Snow)**

Financial Policies

The first payment is due on your child's first day of After School Care. Payment is due every Monday or the first day of the week your child attends the program. **Payments must be made weekly.** Make checks payable to St. Mary After School Care. The After School Care Program will be in session every day until **5:30 p.m.** Your child/ren must be picked up at the gym doors on or before **5:30 p.m.** This is the responsibility of the parents. Please make other arrangements for your child/ren to be picked up if you cannot make it by **5:30 p.m.** There is a late charge of **\$10.00 for the first 5 minutes late with an additional \$1.00 for each minute thereafter** for any child picked up after **5:30 p.m.** **Continuous late pick up (2 or more times) will result in suspension from the program for one week. If you are suspended from the program 2 times you will be asked to leave the program for the year.** The After School Care Program is not a baby-sitting convenience for students serving detention or missing their bus. Students will not be permitted to attend the After School Care Program unless they have been enlisted into the program by a parent or guardian. If you have any questions, please feel free to call the school.

After School Care Payments

Registration Fee: \$25.00 for one child**

\$30.00 for family**

**Fee applies to new and returning students.

One Child:

1 Day \$17.00

2 Days \$31.00

3 Days \$46.00

4 Days \$60.00

5 Days \$74.00

Family:

1 Day \$23.00

2 Days \$43.00

3 Days \$64.00

4 Days \$84.00

5 Days \$104.00

St. Mary After School Care – Registration Form

Please Print:

Child's Name _____ Grade _____

Second Child _____ Grade _____

Third Child _____ Grade _____

Address _____

Home Phone # _____

Father's Name _____ Cell # _____

Location of Employment _____

Work # _____

Mother's Name _____ Cell # _____

Location of Employment _____

Work # _____

Person to contact in case of an emergency _____

Child's Doctor _____ Phone # _____

Physical Defects/Allergies _____

Designate persons authorized to pick up child _____

I give St. Mary School authorization to get medical help for my child/ren in an emergency situation when I cannot be reached. Name _____

Parent's Signature _____

Date when child/ren will start _____

Circle days of week needed: M T W TH F **PAYMENT IS DUE EVERY MONDAY OR THE FIRST DAY OF THE WEEK YOUR CHILD ATTENDS THE PROGRAM. PAYMENTS MUST BE MADE WEEKLY.**

Registration fee: One Child \$25.00 Family \$30.00

Registration fee must be received with this application no later than the month of June prior to the new school year for you to reserve enrollment.

Parents must register a full week before their child(ren) may attend aftercare.

Mail to: St. Mary School, 32A Carrol Avenue, Williamstown, NJ 08094

ST. MARY SCHOOL AFTERCARE CONTRACT

(Please return this contract with Registration Form and Payment.)

Parent name: _____

Student(s) name: _____

- I understand that payments are due every Monday or the first day of the week that my child/ren attend aftercare.
- I will send payments in an envelope. I will put on the front of the envelope my child/ren name, days my child/ren will be attending aftercare, and the payment amount.
- I understand that I will need to arrange for my child/ren to be picked up each day by 5:30 pm.
- I understand that if I pick up my child/ren after 5:30 pm, I will be charged \$10.00 for the first 5 minutes late and an additional \$1.00 for each minute thereafter.
- I understand that if I am late 2 or more times for pickup, my child/ren will be suspended from the program for one week.
- I understand that if my child/ren is suspended from the program two times, they will be asked to leave the program for the year.

I, _____, have read and understand the above contract as written. I agree to its terms and acknowledge my responsibilities for payment, pick up time, and all other policies as written.

Parents Signature

Date