

***ST. BENEDICT'S
PREPARATORY
SCHOOL***
Newark, NJ

**NEW
PARENT
GUIDE**

2018-2019



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

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

2018-2019

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Parent Guidebook

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St. Benedict's Preparatory School

520 Dr. Martin Luther King, Jr. Blvd.
Newark, New Jersey 07102-1314

Welcome to St. Benedict's Prep! What has been put together in this booklet is intended to make the transition for you and your child(s) easier. While we do not consider this booklet to be comprehensive, we do hope that it is informative and answers some of your biggest questions.

Of course, you are always welcome, at any time, to seek out information about the school, events, and general topics by accessing our website at www.sbp.org. We encourage you to explore the site and become familiar with the information located there. And always, feel free to call the school at 973-792-5700.

Again, welcome to St. Benedict's Prep.

Parental Role / Involvement

There are many ways in which you can be involved in your child's education and school. However, there are also some ways in which you can be a road block to some of the lessons that we try to teach the students.

Students at St. Benedict's Prep are given a tremendous amount of responsibility. Our approach here works toward helping students become leaders thus affording them options when they graduate. To that end, we believe that students are mature enough to be able to stand up for themselves even in the face of authority.

In other words, if a student has a question about a grade or a problem with his / her teachers, counselor, or others, he/she should learn to deal with that problem himself/herself. Parents should be supportive, but in the background. If a student has respectfully and appropriately tried to correct a problem on his / her own, but has gotten nowhere, then we expect parents to get more actively involved. But parental intervention should *not* be the first step in trying to rectify a situation.

Situations in which parents can be extremely helpful and are encouraged to make their presence known become obvious when parents closely monitor progress by:

A. Paying close attention to your child's progress by asking to see his / her graded tests, homework, and papers, frequently.

B. Reading carefully the teachers' comments on each evaluation and report card.

If your child appears to be having difficulty in various classes, or if a teacher indicates a need for you to schedule a meeting, contact Mr. Lowther as soon as possible to schedule that meeting so that problems can be taken care of right away.

C. Take an active role in the Parents' Organization.

The Parents' Organization meets regularly throughout the year and hosts activities aimed at supporting the school community. The efforts include fundraising, community events, educational programs, etc. Please plan to participate in some way throughout the school year.

D. Attend student activities, games, and events.

Students get much more encouragement during performances or competitions when they see that the seats or stands are filled with supporters. While the times of some of these events may be inconvenient, students are very aware of who attends their events; and they appreciate it tremendously.

E. Volunteer around the school.

There are many opportunities throughout the year for parents and families to volunteer and participate at the school. Many times the notification is sent out by email or in school mailings. Every effort is greatly appreciated and is a welcome contribution to the spirit of our community. Please join us!

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.

ACC – The Academic Computing Center.

Advancement (office) – The advancement office is located on the 2nd floor of the Bishop Francis Building. This office is responsible for all development, fundraising efforts, grant writing, and public relations.

Beginner – Used to describe any student who is in their first year at the school or who has not successfully the requirements for membership. Beginners can be recognized by the gray hoodie (or polo shirt), khaki pants, and brown shoes.

BIGS – A career development program.

College Guidance – The department that guides students through the college application process. This office is located on the first floor of the Bishop Francis building.

Conlin – Conlin Auditorium

Convocation (Convo) – The daily meeting of the entire school community. During this time the community checks attendance, prays and makes announcements. Special convocations may be called at anytime of the day (including after school) for special functions, to make urgent announcements, or to correct problems.

Counseling / Guidance Office – The 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. The office is located in the Radel building.

Elementary Division – Refers to the Kindergarten through 6th grade – general housed in the same buildings as the prep division.

FACTS - An automated tuition payment plan program. All parents must be registered in FACTS to pay tuition. Once a parent has a FACTS account with SBP, parents are able to utilize FACTS to update information or make payments electronically on line. Parents can contact FACTS at 1-800-624-7092 or Ms. Assadourian at the school at 973-792-5764.

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

Fred – A nickname for Fr. Ed

Freshmen (FY) - Refers to students in the 9th grade. FY stands for Freshman Year.

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

The Grounds – The school property is on Monastic Grounds. We do not like to use the term campus.

Group – Each prep division student in the school is selected to one of 18 groups; middle division into one of 4 groups. These are similar to homerooms except that each group has students from every grade of the school and is led by a student group leader and his / her assistants. Each group also has at least 1-2 faculty moderators assigned to it.

Group may also refer to the time each day that is allotted for groups to meet (Group Period)

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, and the wrestling room. Frequently the HAB is used specifically to refer to just the Dalton gym.

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

Lobby – The area immediately inside the 520 entrance of the school. Also known as the Front Desk.

Lower Division (LD) – This used to be the term for students in the 7th and 8th grades. Now known as the Middle Division

Member – Any student who has successfully completed the requirements of their beginner year. Members can be identified by the black hoodie, black pants, and black shoes.

Middle Division – Refers to the co-institutional (Boys and Girls) 7th and 8th grade.

The Overnight – The week-long sleep-over period at the beginning of the freshman year, during which students undergo intensive orientation.

Prep Division – Refers to the 9th – 12th (or 13th) grade.

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 January and the winners are selected at an event in February.

Refrigerator Door – An old refrigerator door mounted to the wall outside the trophy room which is used as a bulletin board for important announcements. The door was originally used by Fr. Edwin in his office to post assignments on which students had received a good grade.

The Rule – a. 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.

b. A recent documentary produced about Newark Abbey / St. Benedict's Prep by the Bongiorno Film makers. This film has been shown nationally on PBS, has been in several theaters, and has been used at many education conferences across the country.

SBP – St. Benedict's Prep

Seniors (SY) – Students who are on track to graduate at the end of the current school year. SY stands for Senior Year.

Snow Day – This does not exist at St. Benedict's Prep.

Spring Phase – The phase of the school year 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 from one of a number of courses. For Upper Division and Senior students in good standing this may include Community Service.

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

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 NJ.

Trophy Room – The large room at the end of the main hallway of the school. This area is used as a waiting room or as an area for small meetings.

Upper Division (UD) – Students who have completed their Freshman year, but who are not yet Seniors. Typically this refers to students in the 10th and 11th grade.

Vespers – Evening Prayer. The monks pray Vespers each night in the Abbey Church.

The Beginner Year

&

**St. Benedict's
Customs**

The Beginner Year at St. Benedict's Prep

Any new student at St. Benedict's Prep is considered a beginner, regardless of age or grade.

The Beginner Year is designed to be an intensive experience which focuses on community building, general character education, getting to know each other, understanding St. Benedict's Prep and the customs of the school, learning about the school's history, and techniques for being successful in school and beyond.

Before they arrive at the school, freshmen are assigned to one of 18 color groups. Each color has an older student who serves as the counselor or leader. Incoming 10th, 11th & 12th graders remain as one group and work together for their orientation

There are student leaders who work with each of the above groups. The Senior Group Leader is the student responsible for daily operation of the school. The Freshman leader is responsible for the growth and development of the 9th graders. The Transfer leader oversees the orientation and development of the incoming transfer students.

The Beginner year starts the day the student enters the school and ends at the successful completion of that year. Throughout the year, Beginners are evaluated with regard to their performance in the three A's: Academics, Attitude, and Activities. Successful completion of Beginner requirements, combined with the successful completion of the Trail allows a student to earn membership.

Academics – Students are expected to maintain their highest level of academic ability throughout the year. If a student starts slowly, he/she is expected to improve as the course goes on. For the purposes of the Beginner evaluation, grades are not viewed as importantly as are the comments that teachers make regarding a student's effort and his willingness to seek help when he/she is having difficulty. Also considered is a student's willingness to be of help to others if he/she is doing well in a particular course.

Attitude – Respect for everyone is first and foremost at St. Benedict's, followed by adherence to school rules and showing honor for the specific customs of Beginners. The attitude evaluation looks specifically at a student's attendance record, any alert slips that have been submitted for positive or negative behavior, and the observations of the faculty and the student's leader(s).

Activity – Every beginner ***must*** participate in two activities throughout the school year. Activities must be the equivalent to a season of athletic activity. If the activity only meets once or twice per week, then the student must be an active and regular participant throughout the year. (A list of activities is provided later in this booklet.) Coaches and activity moderators ***are*** consulted and asked to comment on their students' attendance and effort at practice. In addition, students are expected to make some time to attend athletic and/or activity events of other students throughout the year. A Beginner's willingness to make time to attend events is factored into his activity evaluation.

Throughout the year, Beginners do have a different set of expectations than members. The simple idea here is that Beginners earn privileges as they obtain membership. Some examples of these include the following:

(Some of these may apply to Freshman only)

- A. Beginners start their day at 7:40, while the rest of the school starts at 7:50;
- B. Beginners may be asked to stay late on some days so that we can address issues within the Beginners' group.
- C. Beginners are expected to carry all equipment for their athletic teams at all times; etc.

Beginners may not be eligible for membership for any of the following reasons:

- A. They did poorly on their evaluation(s) of one (or more) of the three A's.
- B. They did not complete 2 activities.
- D. They have not been here for a full calendar year.

Once Beginners have met ***all of the requirements*** for membership, they will begin to follow the dress code for members and join the members in their groups.

The Group System

History of the Group System

After a long series of meetings concerning various problems that seemed to be holding back the progress and success of the student body, the Group System was begun by the faculty at St. Benedict's in the 1976 - 1977 school year to address the following concerns:

1. The faculty advisor system needed to be more effective.
2. Problem students needed more attention from faculty and peers.
3. Students needed more influence from "good" students, not just the faculty.
4. More effective student government was needed.
5. Members of the different divisions needed to interact more.
6. Students needed to encourage and support one another more.
7. Students needed additional incentives to study more and better.
8. Students needed to know themselves and others better; small group experiences could help them do that.

Goals of the Group System

- Provide a vehicle for ordinary academic advising and personal counseling: a means to catch, channel, and follow-up on those who need more professional attention.
- Provide a framework for socialization and recreation.
- Provide peer motivation and positive peer pressure in academic and personal areas.
- Provide a basis for student government and student problem solving.
- Provide structure for clean-up, leadership practice, intramural sports, and attendance monitoring.

Duties of a Group Leader

The Group Leader is

- A. First and foremost responsible to the members of his / her Group for running a worthwhile program;
- B. second, he/she is responsible to his / her Faculty Advisor and
- C. finally, to the Section Leaders, Senior Group Leader, and Headmaster.

His/Her responsibilities include:

1. Setting a good example in attendance, punctuality, academics, active participation, cooperation, and support of others.
2. **Convocation:** Taking and reporting attendance and keeping groups in order during Convocation; finding out why absentees are out, conferring with chronic lates, reminding those assigned to clean up, and follow up on "cuts."
3. **Group Period:** Record absences and lates on attendance sheet; keep order; keep group members in Group; dismiss at end; oversee shadows and tutor program; counsel students as needed about grades, attendance, behavior; run group discussions, barbecues, pizza parties, and activities; and attend to people coming into Group from outside.
4. **Group Competition:** Serve as general manager for teams and be sure all who want to have an opportunity to play.
5. **Clean-up:** Assign Group members each day, check performance of clean-up, and report repeat cuts.
6. **Student Government:** Represent Group to the Board and represent the Board to Group. Help Group members solve problems with faculty and administration.
7. **Honor Code:** Support the Honor Code.

Duties of a Faculty Advisor

In general, it is the Faculty Advisor's responsibility to ensure that the Group Leader is properly fulfilling His / Her duties. In other words, while the Faculty Member is completely responsible for the Group, this responsibility is exercised through the Group Leader. In general, the Faculty Advisor gives advice, counsel, or direction to the Group Leader to help him/her lead the group.

"Never do anything for a student that he / she can do for himself/herself."

1. Sit with the group at Convocation and direct or advise Group Leader if needed.
2. Be in Group, on time, every day.
3. Meet regularly with Group Leader and Seniors to discuss their goals, duties, and methods.
4. Counsel Group members. Get help for students in trouble either by getting advice from professionals or referring students to proper resources. (In this area only, the Faculty Advisor does not work through the Group Leader.)

Current Set-Up of Group System

As of 2018 - 2019 there are 18 groups in the prep division and 4 in the middle division, each named for a deceased faculty member of the St. Benedict's Prep community who had a significant impact on the school.

Each group is led by a Group Leader who is a Senior. The Group Leader is responsible for setting the overall direction and expectations for the group. The Group Leader meets regularly with other Group Leaders and the Senior Leadership of the school to set policies and ensure that the school is operating properly.

Each group also has two Assistant Group Leaders who are members of the Upper Division. The Assistant Group Leader for Members oversees the daily operation of the membership component of the group from convocation through the daily group period. This assistant monitors the grades, attendance, attitude, and activity records of each member of His / Her group.

The Assistant Group Leader for Freshmen works directly with the Freshmen assigned to each group. He works primarily with the Freshman Leader. He is responsible for all of the same things as the Assistant for Members, but must also supervise the special practices assigned to Freshmen.

Each group also has an Academic, Attendance, and Activities officer. Each of these students is responsible for keeping track of His / Her respective area, attempting to intervene if problems develop or celebrating those who are doing well, and advising the Group Leader / Assistants regarding the progress of Members and Beginners in the group.

Student Leadership at St. Benedict's Prep

In keeping with the goals of the Group System, student leadership is an important aspect of the St. Benedict's Prep community. The guiding principle is "Never do anything for a student that he / she can do for himself/herself".

Unlike other schools, we at St. Benedict's Prep believe that when students are given the responsibility and the freedom to make decisions, they can and they will. Therefore, students are empowered to make significant decisions in the operation of the school.

At times this can be frustrating for faculty and parents who may not be used to having to abide by the decisions of students. However, while we recognize this challenge, we remain committed to allowing our students the ability to know that they've influenced the operation of the school.

Below is an explanation of the major leadership positions in the school.

There are several layers of Leadership for students:

- Senior Group Leader (1) - Responsible for the overall operation of the school.
- Middle Division Leader (1) - Responsible for the overall operation of the Middle Division.
- Section Leader (4) - Responsible for assisting the Senior Group Leader in all functions and oversees the progress and needs of his particular section of students.
- Beginner Leader (2) - Responsible for overseeing all of the Beginners and all of their programs throughout the Beginner Year.
 - These roles are divided so that one Leader oversees the Freshmen and one oversees the transfer students.
- Group Leader (22) - Responsible for overseeing all functions and policies of their group.
- Assistant Group Leaders (36) - Responsible for overseeing the progress of Members or Freshmen in the group.

The Beginner Year

ACADEMICS

ACADEMIC ISSUES AT “THE HIVE”

ACADEMIC CALENDAR AND ACADEMIC CREDIT: There are three phases to the school year at St. Benedict’s, including:

FIRST TERM also known as summer phase: Enrichment and advanced courses. They normally receive one-half unit of credit.

FALL/WINTER TERMS: Most courses meet five days a week for seventy-five minutes for one semester and receive one unit of credit. Courses which meet less time may only receive half credit

SPRING PHASE: These full-day courses are required for graduation and receive one unit of credit.

HOMEWORK: Teachers are expected to assign homework (work to be done at home) each night, and each student should have between two and three hours of work, if not more, to complete on a given night.

TUTORIALS: If a student is experiencing difficulty in a class, or just wants extra help, he must see his/her teacher before or after school depending on the time that the teacher announces he/she will be available for help. It is the student’s responsibility to arrange a time to meet with the teacher. Students are also encouraged to seek help from other students who are doing well in the class or from older members of their Group. Homework support is available after school every day.

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 F: 0.0

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

HONOR ROLL: The Honor Roll is posted at the end of each term and it 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).

NATIONAL HONOR SOCIETY: Students who have a grade point average of 3.3 after their freshman year can apply for admission in 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. See Mr. Duffy or Mrs. Tuorto for more information about NHS.

GRADUATION REQUIREMENTS: Each student is expected to be enrolled in four academic courses in both the Fall and Winter Terms. These courses include:

Four courses in English
Four courses in Mathematics
At least three courses of Lab Science (Biology, Chemistry, Physics)
At least two courses of a Foreign Language (Spanish, Latin)
Four courses of Religion
Four courses of History
One year of Physical Education / Health
Four Spring Phase Courses
Four years of Summer Phase Courses

- Typically students take three courses during Summer
- Beginners take two courses during their Beginner Summer

MAKE-UP'S/INCOMPLETE'S: If a student fails a course for the year, 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. If a student receives an INC or BOOK, the comment on the report card will indicate the reason for the incomplete (e.g. missing book fee, must submit a paper, must retake an exam, etc.) Students must follow the instructions and time frame outlined by the teacher for completing the necessary work. If the work is not completed by the acceptable date the INC or BOOK grade will become an F for the course.

FIFTH-YEAR OF STUDY: We have found that some students benefit from being given an option to study here at Benedict's for an additional year. This can occur for numerous reasons which are all individually evaluated. In these circumstances, students, parents, and school officials will meet and agree to this plan.

COLLEGE APPLICATION PROCESS

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

Course Selection: It's essential to take the most challenging classes possible. These courses will most likely be offered in the second year of Upper Division and senior years (i.e. Chemistry Lab, Calculus, 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 and class rank are crucial when applying to college.

Standardized Testing: All Upper Division (10th and 11th grade) students will take the **PSAT** in October. The PSAT results will be mailed to your homes from St. Benedict's in December. Upper Division II students take the **SAT I** exam for the first time in the winter of their UDII year, and then they take the exam as necessary. (On average, each student takes the SAT I exam 3 times.) Students also take the **SAT II's**, when applicable, beginning in their UDII year. The Princeton Review is offered at St. Benedict's twice each year on a first-come, first-serve basis; there is a fee for this course.

Registering for the PSAT & SAT: Upper division students will be tutored through the process of creating an online account to register for SAT's and to review results. It is essential that you register for the SAT exam before the deadline, which is usually 3 to 4 weeks before the test date. You can sign-up by filling out the form with a No. 2 pencil and mailing it or by logging-on and registering at www.collegeboard.org. Remember that deadlines are firm and late fees are costly.

Extracurricular Activities: It is important to have a well-balanced high school career. While it is impressive to see a great deal of commitment in a few select areas, you also want to demonstrate interest in a variety of areas, especially academics, athletics, community service, etc.

The Beginner Year

ATTITUDE

THE HONOR CODE

St. Benedict's Prep Covenant

Community Commitment Code

“Benedict’s men are persons of integrity. Whatever helps my brother helps me. Trust is the virtue by which we build our community; 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 do not steal.

We are truthful with ourselves and with our brothers. Benedict’s men do not lie.

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

Academic Honor Code

Lying, cheating, and stealing are considered unacceptable violations of the Academic 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 academic property or work 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.”**

Electronic Device Policy

- Device usage, including phone calls, is permitted in the following locations:
 - Front lobby
 - Cafeteria before 7:40 and after 3:10 only
- Device usage *for academic purposes only* (no recreational surfing, no games, no phone calls, etc.) is permitted in the following locations:
 - Library
 - ACC
- Device usage and level of use in classrooms / group rooms is dependent on the express permission and supervision of an adult in the room.
- Device usage is not permitted outside of the designated areas, including but not limited to, the following locations:
 - Halls
 - Stairwells
 - Bathrooms
 - Locker Rooms
 - While moving, at any time
- Headphones are not permitted at any time unless required by a moderator in the ACC or for other required academic purposes (i.e., use of Rosetta Stone or music programs in the band room)
- Faculty should do the following:
 - Continue to enforce their classroom policies regarding device usage
 - Model appropriate device usage by refraining from using phones during Convocation and while walking in halls and stairwells
- A student using a device outside of a designated area and/or without permission will have the device confiscated. The device will be given to Mr. Henry, and an alert slip will be entered via RenWeb by the faculty member who confiscated the device.
 - First offense: The student can pick up the device from Mr. Henry at the end of the day.
 - Second Offense: A parent must get the phone from Mr. Rowe, by appointment, no earlier than 24 hours after the phone was confiscated. The parent must call Mr. Henry for an appointment with Mr. Rowe.
 - Third offense: The device will be confiscated for the remainder of the school year. A parent must get the phone from Mr. Rowe, by appointment. The parent must call Mr. Henry for an appointment with Mr. Rowe at the end of the school year.

Dress Code

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

1. Students **shall not wear** the following while inside school buildings at any time.
 - a. Head wear, such as: hats, wave caps, skullies, head bands, ear muffs, etc.
 - b. Gloves
2. Students may wear jewelry under the following conditions:
 - a. Only **one stud** type earring may be worn at any time (earrings with loops or more than one stud shall be unacceptable).
 - b. Only **one chain** of a necklace type may be permitted. Any chain worn must be tucked inside the hoodie.
3. Students must wear a St. Benedict's Prep hoodie* each day.
 - a. Freshmen and Transfers shall wear Gray. UD / SY members shall wear Black.
 - b. Any shirts worn under the hoodies must not be showing, unless they are the same color.
 - c. Nothing may be worn on top of the hoodies while in the building.

*During warmer months students may be allowed to wear the St. Benedict's Prep Polo shirt under the same conditions as above.

4. Students shall wear dress or casual slacks. A belt shall be worn at all times.
 - a. Freshmen and Transfers shall wear khaki (tan/beige) slacks.
 - b. UD/SY members shall wear black slacks.
 - c. Slacks shall be proper fitting and worn with a belt at the waist. Pants shall not sag or hang down.
 - d. Slacks shall not be cut or ripped in any way as to accommodate current fashion or footwear.
 - e. Slacks may not have extra pockets, loops, or hooks.
 - f. Pants with elastic/drawstring waist are not acceptable.
5. Students shall wear dress shoes under the following conditions:
 - a. Freshmen and Transfers shall wear brown dress shoes.
 - b. UD/SY members shall wear black dress shoes.
 - c. Shoes shall be worn properly and tied through all eyelets.
 - d. Shoes shall have no more than a 1-inch heel.
 - e. Any other form of shoe, other than dress, is not acceptable.

Attendance Expectation and Procedures

- 1) Students are expected to **be in school and on time** every day.
- 2) If a student must be absent due to illness or other unavoidable circumstance, the parent **must call the attendance hotline 973-792-5783 prior to 8:00 AM.**
- 3) Students who are missing from school should **bring a note** from their parent or doctor on the date of their return with the reason for their absence and submit that to Mr. Feliciano.
- 4) Parents must do everything in their power to make sure that students are present for school on ALL school days... This requires paying close attention to the school calendar. Parents must take careful note of the start and end dates of each term and each vacation period including, but not limited to Summer Phase, Christmas Break, and the final days of school.

NB: As a policy, St. Benedict's does not cancel school for inclement weather. In general, there are NO snow days.
- 5) Parents should also make absolutely every effort to avoid scheduling doctor's appointments or the like during school hours. If there is absolutely no other appointment time available, the student should be pulled out of school **ONLY** for the time of the appointment and not miss the entire day.
- 6) Excused absences are granted primarily for longer-term medical issues (i.e., hospitalization or immobilization).
- 7) Excused absences are not granted for avoidable reasons, such as family vacations or club/team trips (other than St. Benedict's clubs or teams).
- 8) If the trip is believed to be of greater importance than a student's presence in class, **permission must be obtained from the Headmaster or Prep Dean prior to booking the trip.** Absences which are scheduled by parents without first obtaining permission will probably not be excused. In these cases, the student will most likely not receive credit for any work done on those days and may not be given the opportunity to make up the work.
- 9) Students with excessive absences or lates may face disciplinary action, which may include lowering of a student's grade in various classes. Specifically, teachers may lower a grade by 1/3 for being late to class 3 times (e.g. A becomes A-, or B+ becomes B).
- 10) Students who must be **dismissed from school early** on a given day for unavoidable reasons, should **bring a note from their parent stating the date, time and reason** for the early dismissal. This note must be signed by Mr. Feliciano or, in his absence, Dr. Cassidy or Mr. Rowe, and given to the security guard at the front desk at the designated time for his/her dismissal. Parents may be asked to come in to sign the student out, during these circumstances.

Computer Network Acceptable Use Policy for Students

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 valuable 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. Students are required to abide by the following guidelines:

1. Students may use the Academic Computing Center for individual academic computer work during free time. Students may not absent themselves from lunch or group to come to the ACC.
2. No food or drink may be brought into the computer center.
3. Students are expected to conduct themselves in a manner which is respectful of others and conducive to learning at all times while in the computer center.
4. Use of the computers is limited to academic purposes only. Acceptable use includes searching for information related to a class that you are currently taking or to a subject that the student has a "good faith" interest in researching. College information is, of course, perfectly acceptable. Using the Internet to "surf" or to randomly see what's out there with no real purpose or goal is prohibited. "Pop culture" information such as sports, video games, or music is also prohibited. Access to many social networking sites may be prohibited. Use of chat rooms is strictly prohibited. If you are not sure if something you want to access is appropriate, consult a network administrator.
5. All certified users have a user name and password. Students should use only their account to gain access to the network. **Do NOT lend or give a password to anyone.** Consult a network administrator if sharing files or folders with other users is needed. This can easily be done with the E-mail system.
6. Regardless of the time of day, printing is restricted to academic material only. Students are to exercise prudence when deciding whether to print large documents as paper and toner cost money and large documents tie up the printer for other users. If a student has a question about whether or not to print a document, he/she should consult a network administrator.
7. Do not send or forward E-mail chain letters or unnecessary attachments. E-mails with offensive language or material are prohibited. Sending E-mails soliciting to sell merchandise to other students is prohibited.
8. The St. Benedict's Prep network has a firewall. Any attempts to bypass the security systems in place are a violation of the acceptable use policy. Internet use, such as amount

of time on the Internet and which sites you connect to are monitored and recorded. Students may be asked to explain website activity at any time.

9. Students are not allowed to move equipment, such as desktops or network printers, without first getting permission from a network administrator. This includes, but is not limited to disconnecting keyboard, mouse, power cord or monitor from the computer. Upgrading or modifying computer equipment is not allowed.
10. If a student encounters a virus while working, he/she should tell a network administrator immediately.
11. Do not give out any personal information (phone number, address, etc.) over the Internet. In addition, if you publish information on a web page, be careful about what information you publish about yourself, or other students. For instance, if you include pictures of yourself or friends, do not associate any names, e-mail addresses, or other personal information with the pictures. If you communicate with someone over the Internet, NEVER agree to meet them in person.
12. If a student encounters a situation that does not seem right or makes him/her feel uncomfortable (e.g. unwanted e-mail, etc.), inform a network administrator. We will change his/her E-mail address for him/her.

Students who choose not to comply with these policies will lose their privilege to use the computer network (including the use of word processors to type and print papers) and further disciplinary actions will be taken. More serious infractions will be brought to the Honor Code Committee.

General Information

- 1. ID Cards** – All students are issued ID cards at the beginning of the school year. Students are **required** to carry their ID cards at all times while on the property. Students who arrive to school without their ID card may not be allowed access to the property. Lost ID cards will be replaced for a fee. Please see Mr. Feliciano for more information.
- 2. Lunch Forms/Service** – St. Benedict's Prep participates in the Federal Lunch program. As such ALL FAMILIES (regardless of income) are required to complete a lunch form at the beginning of the school year. Eligible families may have students receive a free or reduced-rate breakfast and lunch.

In addition, St. Benedict's Prep has a declining balance system in the cafeteria. Parents may submit money (in person or through your child) via cash or check or online at www.lunchprepay.com. The money will be deposited in the student's cafeteria account and the student can access this money for the purpose of purchasing His / Her breakfast or lunch only. This money cannot be used for any other purpose, including the vending machines.

Students can access both their Federal Lunch benefits and their declining balance through the use of their ID cards.

Please contact Mr. Feliciano for more information.

- 3. Health Records** – Each and every student is **required by law to have a complete set of immunizations** prior to starting school. Proof of immunizations should come from the previous school in the form of the students Health History Form. Please request this from His / Her previous school.

Because of the large number of physical activities, we require every student at St. Benedict's Prep to have **a physical completed by a licensed physician each year**. The physical must be completed and submitted to the nurse's office at or **before the start of school**. **The physical must be completed on the state-mandated physical form**. Physical forms are available on the student services page of the school's web site at www.sbp.org/students.

The Beginner Year

ACTIVITIES

Activities at St. Benedict's Prep

Activities are a major part of life at St. Benedict's Prep. History has proven that students who are more involved here are more successful academically, behaviorally, and socially. For those reasons, we mandate that all Beginners participate in at least two (2) activities throughout the school year. (After Beginner year, members are expected to continue to do at least 1 activity every year that they are here.)

For an activity to count towards this requirement, it must meet 5-6 days per week, before and/or after school, for at least the equivalent to a high school athletic season (generally about 8-12 weeks). The activity must also include some sort of "sweat equity" - meaning that the activity must include some need to perform and some intense work as part of it.

Below is a list of activities, by season, which can be counted towards a student's requirement:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Crew	Basketball	Baseball
Cross Country	Drama Guild	Crew
Drama Guild	Fencing	Golf
Soccer	Swimming	Track – Outdoor
Water Polo	Track – Indoor	520
520	Wrestling	(CSA-Newark only)
	520	
	(CSA-Newark only)	

The following activities meet a limited number of hours. Therefore, in order for these to count towards a student's requirement, the student will need to be a regular and active participant for the entire "season" or period of time outlined by the activity moderator. (Usually this is an entire school year.)

Art Club
Benedict News
Boxing
Drum Line
Gray Bee Ministry
Karate
Kayrix
Mock Trial
Model United Nations / Youth and Government

**It is possible that other activities may be added as the year progresses. The moderator would have to obtain permission for this to account as an activity.*

In addition, students are expected to demonstrate school spirit and support for one another by attending events of activities other than the ones that the student is in.

PARENTAL ADVICE

From One Parent to Another

The following is general advice given from parents of current or recent St. Benedict's Prep students.

1. Allow your child to be independent and more responsible. – Donnessa Victor (Jamar '12)
2. Don't be afraid to ask questions... If someone doesn't have the answer, they will likely know where to get it! – Susanne Thierry (Clint '11)
3. Don't worry about the overnight stays; your sons are in great hands. – Donnessa Victor (Jamar, '12)
4. Teachers (almost all of them) answer e-mails....if you want to be updated on things going on academically...keep the list given to you with the e-mail addresses and extension numbers.....it is like the parent bible... – Marianne Conte (Thomas '09)
5. Love them just as they are; that's how our heavenly Father loves us. Love them enough by letting go and let them grow. Allow your sons to fall, make mistakes, accept the consequences, man up and move on. – Grace Lenahan (Kieran '11)
6. Make sure you get a subscription to the school newspaper mailed to your home...it is the best \$20.00 you will spend and it comes on time for you to learn what is going on in school presently....not 3 months after, which is when you will find it in your child's backpack. – Marianne Conte (Thomas '09)
7. Even if you can't go to meetings or don't have a lot of extra time, get involved....make sure the school has your e-mailyou can do Tricky Tray without going to every meeting....you learn so much about what's going on from other parents...you can volunteer at just one of the fall interviews in the kitchen....or a luncheon or breakfast...the information you get from parents who are "in the know" is absolutely PRICELESS. – Marianne Conte (Thomas '09)
8. Parents who volunteer set the best example! – Susanne Thierry (Clint '11)

Other Tips

1. Register for and keep all of your contact information current on the Honeywell Instant Alert System.
2. Keep the school updated with your current email address for important regular updates on happenings and opportunities at the school.
3. Be sure to read the letter that accompanies the report cards and comments when they come home. This letter is a great source of information and reminders that is sent out each marking period.
4. Attend the “Freshman” Parent Seminars and other parent meetings throughout the year. These are great sources of information to you, not just about St. Benedict’s, but about helping your children to be successful and safe. While the “Freshman” Parent Seminars are designed for 9th grade parents, they are open and can be helpful to anyone.

APPENDIX

Whom To Call

To call directly dial: 792-xxxx

Absence / Late reporting		x5783
Admissions	Ms. Lamourt	x5744 dlamourt@sbp.org
Alumni	Ms. Bradsher	x5752 cbradsher@sbp.org
Attendance Issues	Mr. Feliciano	x5789 ofeliciano@sbp.org
Athletics	Mr. Leahy	x5701 tleahy@sbp.org
College Guidance	Mr. Jean-Baptiste	x5792 djeanbaptiste@sbp.org
Discipline	Mr. Rowe	x5787 jrowe@sbp.org
Elementary Division	Sr. Ann	x5717 agass@sbp.org
Financial Aid	Ms. Lamourt	x5744 dlamourt@sbp.org
Freshmen Concerns	Dr. Cassidy	x5740 gcassidy@sbp.org
Front Desk/Security		x5739
Fund-Raising / Development	Mr. Fazio	x5777 mfazio@sbp.org
Guidance / Counseling Services	Dr. Lamourt	x5732 ivanlam@sbp.org
Headmaster	Fr. Edwin	x5723 fredwin@sbp.org
Honor Code	Mr. Rowe	x5787 jrowe@sbp.org
ID Cards	Mr. Feliciano	x5789 ofeliciano@sbp.org
Lunch Program / Forms	Mr. Feliciano	x5789 ofeliciano@sbp.org
Middle Division	Mr. Duffy	x5746 jduffy@sbp.org
Nurse		x5782
NJ Transit / Transportation Reimbursement	Mr. Feliciano	x5789 ofeliciano@sbp.org
Physicals / Immunizations	Mr. Feliciano	x5728 ofeliciano@sbp.org
Prep Division	Dr. Cassidy	x5740 gcassidy@sbp.org
Residence Program (Leahy House)	Br. Simon	sclayton@sbp.org
Student Leaders	Dr. Cassidy	x5743 gcassidy@sbp.org
Technology	Mr. Lopina	x5727 dlopina@sbp.org
Transcripts	Ms. Lamourt	x5744 dlamourt@sbp.org
Transfer Students	Mr. Gallo	x5701 mgallo@sbp.org
Tuition (FACTS)	Mrs. Assadourian	x5764 dassadourian@sbp.org
Uniforms	Flynn/O'Hara Uniforms	800-441-4122

Freshman Overnight

WHAT TO BRING WITH YOU

- a. Sleeping bag and sheet or Blanket and sheet
- b. Students must wear Shirt and tie each day and dress or casual slacks (jeans and cargo pants are not acceptable).
- c. Underwear and socks (5 sets)
- d. Gym Clothes: shorts, T-shirt, supporter, socks, towel, sneakers
- e. Clean-up kit: washcloth and towel, soap, shampoo, toothbrush and paste, deodorant.

DO NOT BRING You do NOT need:

- f. Any money or jewelry.
- g. **PLEASE NO ELECTRONIC EQUIPMENT OF ANY KIND (INCLUDING CELL PHONES).**
- h. Snacks or food of any kind

Do not bring any of these items!

SCHEDULE OF SESSION

Overnight Week (July 29 – Aug 3): (Freshmen)

Sunday arrive by 6:00 PM (Eat dinner and shower before arriving)

Friday afternoon dismissal: 3:00 PM

All other Beginners (July 30 – Aug 31) (and Freshmen after the Overnight - Aug 6 – Aug 31)

7:40 AM – 3:00 PM

Backpacking

NOTES ON REQUIRED AND SUGGESTED EQUIPMENT

Students are responsible to come prepared for each trip with whatever equipment is necessary for your health and safety. This list will help you get a head start collecting equipment.

BORROW WHEN POSSIBLE

BOOTS You will need a sturdy pair of work boots or hiking shoes that fit well and are broken-in. Do NOT get rubber high-laced boots or expensive mountain-climbing boots. Army boots are ok. The trail is very rugged, the most rugged part of the whole Appalachian Trail. Sneakers offer little protection and you could break bones in your feet if you hiked in them.

RAIN GEAR You will need a good poncho, not a lightweight "stadium poncho" to keep you dry in the rain. You'll need other strong plastic bags for your clothes and especially for the sleeping bag.

PACK You should **BORROW** a pack that fits you and is big enough to hold a week's worth of clothes, food and gear. Frames can make it much more comfortable.

SLEEPING BAG It is usually quite mild in May. People without sleeping bags do very well with several blankets and a sheet. Otherwise, **BORROW** a light to medium sleeping bag. Avoid heavy winter bags.

TENT Wait until teams are formed before making final plans for a tent. Teams sleep together, usually in twos and threes, so everyone does not need a tent. Start looking now to see if you can **borrow** a tent for yourself and a friend.

EATING EQUIPMENT You need only a metal bowl, a cup and a spoon. You'll need two or more one-quart or one-liter water bottles.

CLOTHING Good, tough outdoor clothes suitable for hot or cool days are fine. Blue jeans do not dry out well; non-cotton trousers are better. A hat with a visor keeps the sun off your head. Shorts are not permitted.

IN CASE OF WET WEATHER Everyone will need a non-cotton sweater or sweatshirt and a skullie. Wool is best or polyester or blends.

YOU DO NOT NEED flashlight, compass, stove, pots or pans, knives

YOU MAY NOT BRING (will be confiscated): radios or any electronic device, an axe or hatchet, any knife except a small jackknife.

YOU MAY WISH TO BRING toilette kit, first-aid kit, camera, books, snacks, paper and pencil, book, small stove that uses pressurized fuel in cans (NOT LIQUID FUEL - check with leaders).

DO NOT BUY STUFF

BORROW WHAT YOU NEED

Check family, friends, schoolmates, parishioners, neighbors...

THIS IS THE STUDENT'S RESPONSIBILITY

Frequently Asked Questions

What is the St. Benedict's Preparatory School main phone number and contact information?

The school's Main Phone number is (973) **792-5700**. You can dial a specific extension and leave a message for a teacher, the administration or staff.

To send a fax dial (973) 643-6922.

Faculty E-mails are listed on the web site.

Is there an emergency phone number?

Yes. In an emergency please call our 24-hour front desk at 973-792-5739.

Who do I call if my child will be late for school or absent due to illness?

Prep division parents must call the Attendance Hotline at (973) 792-5783 so that the school is aware of the student's excused lateness or illness.

If you need to speak with someone, please call Mr. Feliciano at 973-792-5789.

What is my child's 'GROUP'?

Students are divided into groups that meet every day in the morning and another time of the day. Each 'Group' is identified by a deceased monk/teacher's name.

How often will my child have Homework?

Homework is usually assigned each night. It is the responsibility of the student to complete all assignments on time. Ask your child to check his/her homework assignment book. Many teachers make use of web sites to post assignments, resources and information. Some of these also post student grades for students and parents to be able to track progress. Check with your child's teacher for more information.

Student Services:

Who do I speak with about health forms and lunch accounts?

Omar Feliciano is the Director of Student Services. He is responsible for the National School Breakfast and Lunch Program, as well as other programs at the school. His phone number is (973) 792-5789.

If my child receives medication during the school day who do I contact?

The school nurse can be reached at (973) 792-5782. The infirmary is located outside of the cafeteria. Physicals forms and immunizations need to be submitted to Mr. Feliciano or can be dropped off at the admissions office.

Lunch Forms

I'm pretty sure that my child will not qualify for free or reduced lunch; do I still need to complete a form?

Yes, it is helpful for the school to have a lunch form on file for each and every student.

Is the information on the lunch form used for anything else?

No, by law, we may not use the personal financial information on the lunch forms for any other purpose, including financial aid and other programs. To apply for financial aid, please call Doris Lamourt at 973-792-5744

It is true that the school is eligible for certain grants and programs from both the government and private foundations based on the number of students who are eligible for free or reduced lunch. In reporting this information, only the percentage of students eligible is reported, not individual names or information.

How do I get more information on how to complete the form?

Each form should be attached to an instructions sheet and frequently asked questions. However, if additional assistance is necessary, please call Omar Feliciano at 973-792-5789.

How do I deposit money into my child's lunch account?

Parents can deposit money into their child's account in 2 ways:

- 1) Students or parents can give money directly to the cashier's in the cafeteria.
- 2) Money can be deposited online by creating an account at www.k12paymentcenter.com. You will need to know your child's ID number to create the account.

Communication

What is the Honeywell Instant Alert System? How do I register?

The Honeywell Instant Alert System is a means of communicating with parents (and students) through the use of various technologies at the same time. We have the ability to send one message out that can reach parents on their home phone, cell phone, email, text, and any other communication device that the parent registers all at once. There is no cost to the parent regardless of the number of devices that are registered.

This system serves as our primary means of contacting all or subsets of parents in the event of emergency situations or changes important information (such as a last minute change in schedule). This is also used to remind people of important dates or events (such as registration dates or deadlines for fundraising commitments).

In addition, we have the ability to tailor the system to send information to specific groups of people (for example, last minute cancellations of an event for the soccer team could be sent specifically to parents of soccer players – not the whole school).

It is of extreme importance that everyone registers on the Honeywell System, and keeps their information up to date on the system.

For information about how to register, please refer to the pages of this booklet that provide instructions. If you continue to have problems registering, or do not have access to a computer or the internet at home or work, please contact Mary Hauck to make arrangements to have someone here help you through the process.

Transportation / NJ Transit

Does the school provide transportation or bus tickets?

St. Benedict's Prep only provides transportation for students to and from the school and school related events. We do not provide transportation to and from students' homes.

Students/Families that live in the City of Newark are able to apply for bus tickets through the Newark Board of Education. A student/family must fill out a Transportation Application or B6T and submit it to Mr. Feliciano who then submits that application to the Newark Board of Education, Department of Pupil Transportation.

Eligibility for bus tickets from the City of Newark depends on the mileage a student/family lives from St. Benedict's Prep.

Once it is determined that a student/family is eligible for bus tickets, Mr. Feliciano will inform all students of their eligibility and students must pick up their tickets on the first school day of every month. Students are provided with a specific amount of bus tickets based on the number of school days in a given month. Bus tickets are strictly to be used for transportation purposes to and from school only. Students may not use these tickets for personal transportation on weekends or for weekend activities/athletic events. These are strictly for transportation to and from school between Monday and Friday, if school is in session. Students will not be reimbursed for lost tickets, tickets used during off school hours, or tickets given away to friend. It is also illegal to sell these tickets to others.

Note: St. Benedict's Prep does not determine whether a student is eligible for bus tickets. The Newark Board of Education makes all determinations on student eligibility.

How can I apply for transportation reimbursement from my city or town?

Students/Families that do not reside in the City of Newark, may apply for Transportation Reimbursement from your Board of Education. Your local Board of Education may or may not participate in a Transportation Reimbursement Program. This something you need to find out.

If your city/town participates in a Transportation Reimbursement Program, you must submit a B6T Transportation Application to Mr. Feliciano to process the application. Mr. Feliciano, in turn, submits this application to your Board of Education.

Note: New Transportation Applications must be submitted on a yearly basis. Applications do not get carried over from previous years.

Where can I get the Transportation for Private Schools (B6T) Application?

Copies of this application are available on the “Students” page of the schools’ web site.

Does the school provide train passes?

No, the school does not provide train passes. However, students are eligible to purchase a student train pass from New Jersey Transit. Students/Families must obtain the application from NJ Transit, bring it to the school for Dr. Cassidy or Mr. Feliciano to sign, then see Ms. Lamourt (in the admissions office) to get it formally stamped. This form gets returned to NJ Transit for purchase.

Where can I get a NJ Transit student identification card?

These can be found in Mr. Feliciano’s office. They are needed to purchase student bus tickets from NJ Transit.

Note: These are not the same as the St. Benedict’s Prep student ID cards that each student is issued.

Health / Medical

Does my child need a new physical each year?

Yes, every student needs a new physical each school year. Students are required to have an annual physical by July 30th..

A physical is good for one year from the date of the physical. If your child has a physical that has not yet expired, we can accept that until the new physical date. However, on the date of expiration, a new physical will be required or your child will not be able to be in school.

I have a note from the doctor saying my child’s in good health, is that acceptable?

Students must have the physical completed by a physician and use the form issued by the school and the state Department of Education. The form has two sections, one for parents to complete

before the physical and one for the doctor to complete during the physical. This form is available on the Student Services page of the school's web site www.sbp.org. Physicals will be offered at SBP for a nominal fee. The date is to be announced.

When are physicals due?

Physicals are due on July 30th

Will there be an opportunity to receive a physical at the school?

There will not be any opportunities for physicals to be conducted at school this year. Please make arrangements with your own physician or a clinic to have the physical completed before school begins.

What is cardiac or concussion testing?

Cardiac and Concussion tests are conducted for all of our students who are engaged in athletics or intramurals each year. However, students only need to complete these once every 2 years.

Cardiac testing consists of an EKG and screening of family history. We offer opportunities to get this completed here at the school, or parents can take students to their own doctor or someone referred by their doctor to complete the screening. Once completed, please supply us with a 'cardiac clearance' from the doctor.

Concussion testing is conducted here at the school and is used to establish how well and quickly a student can answer some basic questions on the computer. In the event the student is ever suspected of having a concussion, the same screening can be used to determine how much different the student is responding after injury from before.

Prep Division:

What is the difference between a beginner and a member?

In general, beginners are 9th grade students or any student in their 1st year students at SBP. A student may also be a Beginner if he has not yet completed the requirements of Beginners, regardless of grade. Members are students who have successfully completed their beginner requirements and are returning for the next year.

Is there a summer reading assignment?

Yes, each year all students (including incoming students) are required to read at least one book and complete an assignment or be prepared for an assessment on that book as soon as they return to school for First Term (July 29/30).

More information about the summer reading assignment can be found [here](#). Freshmen who did not attend the pre-orientation must pick up a book from the school.

Where can I find information about the summer reading assignments?

All 9th grade students must pick up a book from the front desk of the school. They should have received the assignment during their “Pre-Orientation” session in June (or upon registration if that was completed after the June date). 9th grade students that don’t have the book and assignment must come to the school and pick up a packet from the security desk or admissions office.

All other students can find the summer reading assignment on the school’s web page at www.sbp.org, click on the “academics” tab, then click on “Summer Reading 2018”.

Financial Information:

Where do I pay my tuition?

SBP School utilizes an automated tuition payment plan program called FACTS and all parents must be registered in FACTS to pay tuition. Once a parent has a FACTS account with SBP, parents are able to utilize FACTS to update information or make payments electronically on line. Parents can contact FACTS at 1-800-624-7092. For further direction you can contact Mrs. Assadourian of SBP at 973-792-5764.

Who do I talk to concerning Financial Aid?

Doris Lamourt is our Financial Aid Director. If you have questions concerning your student account you can reach her at (973) 792-5744.

Who do I call if I have questions about my bills, statements, late payments, or payment schedules?

Please contact Mrs. Assadourian at (973) 792-5764.

What fundraising responsibilities do the parents have for the school year?

Each Prep Division family is expected to support our annual fundraising events which includes our parent raffle. Parents are required to sell or purchase \$250 in raffle tickets. Failure to comply with raffle ticket requirements will result in the unsold tickets added to a student’s tuition at the end of the year for payment. ***There are no exceptions.*** Families who are able to contribute more than tuition and the fund-raising minimum are encouraged to do so as a tax deductible gift to the **Parents Annual Giving Program.**

First Term / Summer Phase

What are the dates for the opening of school?

Freshmen must report for the overnight on Sunday, July 29 no later than 6:00 PM. (Students should have eaten dinner and showered, before arriving.)

School for everyone else will begin on Monday, July 30th.

For other dates, please consult the school calendar.

What is the daily schedule in Summer Phase?

Aside from the first day (see above), school will begin each morning at 8:00 AM. Members will be dismissed around 1:30 each day. Transfer Students may be required to stay a little later.

Freshmen must report each day at 7:40 and will finish around 3:00.

Are breakfast and lunch available during Summer Phase?

Yes, both will be served each day and students will be able to use their government benefits and/or their declining balance account in the cafeteria.

Who must do the overnight?

The overnight is a freshman experience. It is only for 9th graders.

What does my son need for the overnight?

Every day needs for First Term Pens and pencils, Books

For the Overnight: Sleeping bag and sheet or Blanket and sheet, Good slacks and shirt for evening meal, shoes, and shorts for recreation. Students must wear Shirt and tie each day and khaki dress or casual slacks (jeans and cargo pants are not acceptable). Underwear and socks (5 sets), Gym Clothes: shorts, T-shirt, socks, towel, sneakers. Clean-up kit: washcloth and towel, soap, shampoo, toothbrush and paste, deodorant.

DO NOT BRING You do NOT need money, laptops, cell phones, tablets, I-Pod's, MP3's, CD players, ANY games or gaming systems or any other electronic equipment, jewelry, or air mattresses. Do not bring any of these items!

My son is a beginner, but not a freshman, what does he need?

Every day needs for First Term: Pens and pencils, Books.

Dress Code:

What is the current Dress Code?

The main dress code is as follows:

Upper Division / Senior Members: Black SBP hoodie, black pants and black dress shoes

9th grade & Transfers: Gray SBP hoodie, khaki pants and brown dress shoes

(NB: Transfer students: when ordering uniforms, please tell the store you are a 9th grader to avoid confusion. This will have no bearing on your actual grade in school.)

During the warmer months students may be allowed to wear the SBP polo shirt of the same color.

Where can I purchase the hoodie?

Uniforms can be purchased through Flynn & O'Hara school uniforms online (www.flynnohara.com/register), via telephone (800-441-4122) or at their store: 196-198 Ferry St. in Newark, NJ.

Store hours:

9:30 am - 7:00 pm Mondays

9:30 am - 6:00 pm Tuesdays - Saturdays.

They are closed on Sundays.

NB: Please do not drop off money or order forms at the school. You must purchase directly from Flynn & O'Hara. The school has no ability to submit or fill orders.

Are there uniform pants and shoes?

There is no specific style of pant that is required, just that the pants be the correct color for the student's designation (beginner or member). They should be in the form of dress or casual slacks - no jeans, carpenter pants, sweat pants, jumpers etc. Dickies pants are acceptable.

Shoes also must be of the correct color, but there is not a specific shoe style required. However, shoes must be 'dress' shoes (hard or rubber sole is acceptable). Other styles of casual, walking shoes, etc. are not acceptable. If in doubt, consider what kind of shoes would be appropriate for more formal dress.

For convenience, you can purchase pants and shoes through Flynn & O'Hara.

My son has not yet received his hoodie, what do I do?

Please contact Flynn & O'Hara directly (information above).

Can I pick up a hoodie up at the store?

Yes, they are located at:

196-198 Ferry St. in Newark, NJ.

Store hours:

9:30 am - 7:00 pm Mondays

9:30 am - 6:00 pm Tuesdays - Saturdays.

They are closed on Sundays.

Do I need to purchase a gym uniform for my child?

There is no set gym uniform at this time. If there is anything specific that your child needs, he will be informed by his/her gym teacher.

What sneakers are allowed for gym?

There is no specific sneaker requirement.

Parents:

What is the Parents Organization?

All parents are invited to participate in the Parents Organization. Directed by the Parents Organization Board, this dedicated, hardworking group contributes to the quality of student life by sponsoring many programs and events throughout the school year. It encourages and facilitates communication and strives to unify the efforts of the SBP families with those of the administration and the faculty in carrying out the goals of the school. Various committees staffed by volunteers organize cultural and social programs and events for parents and students. In addition, the Parents Organization sponsors several fundraising events.

How will important notices to parents be sent home?

Letters, automated phone messages or E-mail notices will be used to communicate with parents. Please do not ignore your SBP mail. Open and read it.

All families need to register with and keep your information current on our instant notification system by logging into instantalert.honeywell.com. This is our main form of school to home communication for emergencies, reminders, and other notifications.

Website URL: <https://instantalert.honeywell.com>

Honeywell Instant Alert® for Schools

Parent User Interface Minimum Requirements

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, you could instead click on 'School Staff' in the New User box.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. *Note:* Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself

1. Click on 'Alert Setup.'
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
(NB: We would like you to enter the cell phone number for your child if appropriate. This will give coaches and activity moderators an ability to contact student cell phones for specific announcements. For your child's cell phone, please check off the Student Notification box. That will let us know that this is a student's phone. Please only use the "Student Notification" box for students.)
4. You are also able to set the days and times you would like your phones to receive alerts. For example, if you want your work phone to receive alerts only during the workdays, you could set the weekday start time to 8:00am and the weekday end time to 5:00pm and then uncheck the weekend box. Or, if you did not want your cell phone to receive alerts while you were sleeping, you could set the weekday start time to 6:00am and the weekday end time to 10:00pm and the weekend start time to 8:00am and the weekend end time to 11:00pm. You have the flexibility and control to set up your phones in many different ways.
5. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

Additional Functions

View History of Alerts

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

For Assistance: <https://instantalert.honeywell.com>
Click on the Help Request link in the lower right hand side of the page

Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.

Honeywell Instant Alert® for Schools Frequently Asked Questions for Parents

- Registration -

Q: I'm trying to register and I received an error that says "Invalid login details." What do I do?

A: This error means that you have chosen a login name that someone else has already chosen. Choose a more complex login name, such as a first and last name combination, or add a number to your name.

Q: Are there any restrictions to the user name and password?

A: User names need to be unique across the database. They are not case sensitive. Passwords are case sensitive and need to be between 7 and 17 characters long.

Q: I'm trying to register and I received an error that says my child cannot be located. What's wrong?

A: A few things could be wrong in this situation. If it is the start of a new school year or you have just moved into your school district, we may not have you or your child loaded into our database. If it is the start of the new school year, you should wait a few weeks and try again when we will more likely have you added into the system. If you are new to the district, you should contact your school to have them add you into the database. One other possibility is that the information you are entering about your child is not matching the information we have in our database, which we receive from the school. You may either contact your school or Honeywell for this correction.

- Parent Online Profile -

Q: How many phone numbers can a family have?

A: A family may receive alerts on an unlimited amount of phone numbers.

Q: How many email and text addresses can a family have?

A: A family may receive alerts on an unlimited amount of email and text devices.

Q: I am married but my spouse's name isn't appearing in our profile. What should I do?

A: This is because the school only gave us one parent name for your family. You can contact the school to have them add your spouse's name in our database, and also request that they add the name into their records as well.

Q: I am divorced but my ex-spouse's name is appearing in my profile. What can be done to resolve this?

A: Instant Alert was built with flexibility to handle today's various family situations. In our database, a child may belong to multiple families in order to allow alerts to be sent to those who are allowed information about the child. Please contact your school, as they have the ability to "split" your profile and create two separate accounts for you and your ex-spouse. You may also have them add, for example, your new spouse to your profile if you would like as well.

Q: Not all of my children are shown in my profile and I can't seem to add them myself. What do I do?

A: Please contact your school in order to have your other children added to your profile.

- Alert Receipt -

Q: What happens if my line is busy or I don't answer and I don't have an answering machine?

A: Should a call reach a busy signal, the system will try the call a total of 3 times, waiting 5 minutes and then 10 minutes between calls. On non-answers, the system will try the call a total of 3 times, waiting 15 minutes between calls. If the call reaches a voicemail system or answering machine, it will leave a message.

Q: How do the email alerts get through spam blockers?

A: We have made arrangements with some email providers to allow our emails into their system without the spam designation. Email systems let the user create their own list of allowable email addresses. If you are not receiving alerts on our email address, check your junk email folder and put @honeywell.com in your allowable email list.

Q: Can your calls get through telezappers?

A: Yes. If you have a telezapper you should submit a request to our help desk via the Help Request link to ignore the telezapper along with the associated phone number.

Q: Why didn't I receive a phone call from the last alert that was sent?

A: Make sure that your profile is set up to receive the type of alert that was sent.

Q: When I answered the phone call, the voice started over. What's wrong?

A: The phone dialing system detected noise on your line, such as talking, coughing or typing. It assumed you were in a noisy area and you could not hear the message, so it started over for you.

Q: Why didn't I receive an e-mail from the last alert that was sent?

A: Make sure that your profile is set up to receive the type of alert that was sent. Also be sure to check your junk email folder.

Q: I have my neighbor listed in my profile and set up to receive alerts. I received a phone call but my neighbor did not the last time an alert was sent. What's wrong?

A: Even though you choose which alerts are sent to which people within your profile, the school still retains some control over who receives an alert. If the school sends an alert to the "All Students" group, the alert will go to the parents and everyone else the parents have designated in their profile. However, if the school sends an alert to the "All Parents" group, only the parents will receive the alert. The school may choose to do this such as when sending an early morning alert to delay the start of school so that only the parents are wakened at an early hour. *Note: This question and answer applies to installations that were done prior to August 15, 2010.*

- Browsers -

Q: What browsers can I use?

A: As noted on the home page, Instant Alert works best on Internet Explorer, Safari and Firefox. Google, Chrome works as well. You should avoid Mozilla.

Q: What if I have concerns about data security and data sharing?

A: Go to our homepage at <https://instantalert.honeywell.com> and click on the Privacy Statement at the bottom of the page. We will not sell, rent, loan, trade, or lease any personal information of our members, the children for whom they have responsibility, or others listed as contacts in the system.

- Assistance -

Q: How can I get help?

A: Go to our homepage at <https://instantalert.honeywell.com> and click on the *Forgot User Name / Password* if that is your issue, or on the general *Help Request* link.

Q: I filled out the form for a forgotten user name but I did not receive an email. What's wrong?

A: The email address we sent your information to is the one we have in our records. If you do not use that email address anymore you will not receive an email. Please return to the homepage and click on the *Help Request* link.

School Calendar 2018

		2018
		The most up-to-date calendar information can be found on the school's website at www.sbp.org . Please check this regularly for additions or changes to the calendar.
7	26	Faculty Meeting
7	27	Registration Deadline for August SAT
7	28	New Parent Orientation - 9:00 - 1:00
7	29	Freshman Overnight - Sunday 6:00 PM - All day rest of week
7	30	Summer Phase begins 8:00 AM (Beginners report by 7:30 AM)
8	3	First Friday: Pray for Vocations
8	8	Freshman Parent Seminar - "Activities/Athletics at SBP" - 7:00 PM
8	8	Freshman Parent Pot-luck social at 6:00 PM
8	19	MonkFest 2 - 6
8	25	SATs @ SBP
8	31	Summer Phase Ends (Grades mailed home during break)
9	1 - 9	Fall Break
9	7	First Friday: Pray for Vocations
9	7	Registration Deadline for October SAT Exam
9	10	150th Fall Term Begins
9	10	Day of Reflection (Full day of school for all)
9	19	Meet the Teachers Night
10	5	First Friday: Pray for Vocations
10	5	Registration Deadline for November SAT Exam
10	6	SAT's at SBP
10	10	Freshman Parent Seminar - "Supporting Academic Success" - 7:00 PM
10	10	PD - PSAT test / SY Retreat day
10	13	Admissions Open House for incoming FY 9:30 - noon
10	13	Fall Term Evaluation 1 mailed home
11	1	All Saints Day - Day of Reflection (mandatory for all students)
11	2	Registration Deadline for December SAT Exam
11	2	First Friday: Pray for Vocations
11	2	H. S. Entrance Test (FULL DAY OF CLASSES FOR EVERYONE)
11	3	SAT's at SBP
11	10	Admissions Open House for incoming FY 9:30 - noon
11	10	Fall Term Evaluation 2 mailed home
11	14	Freshman Parent Seminar - "Guidance Services at SBP" - 7:00 PM
11	15 - 18	Drama Guild Performances 7:00 pm Thurs - Sat / 2 pm Sunday
11	21	Thanksgiving Service (noon dismissal)
11	22 - 25	Thanksgiving recess (no classes)
12	1	SAT's at SBP 8a

12	4	Freshman music recital in Bandroom
12	7	First Friday: Pray for Vocations
12	8	Feast of the Immaculate Conception
12	8	Admissions Open House for incoming FY 9:30 - noon
12	11	Jazz Band Concert in Auditorium
12	13	Middle Division music recital in Bandroom
12	18 - 19	Exams
12	19	Christmas Program 7:45 pm in auditorium / End Fall Term
12	19	Fall Term Ends (Grades due Dec. 22 - will be mailed during the break)
12	20	Christmas Convocation - 7:50 am (Vacation begins after dismissal)
12	21 - 1/2	Christmas Break
12	31	Application deadline for incoming FY-2023
		2019
1	3	Winter Term Begins
1	4	<i>Recent Grad Reunion (Tentative)</i>
1	4	First Friday: Pray for Vocations
1	9	Meet the Teachers Night
1	18	School celebration of Martin Luther King
1	21	Martin Luther King Day (no classes)
2	1	First Friday: Pray for Vocations
2	2	Registration for new students - 10a
2	2	Winter Term Evaluation 1 mailed home
2	8	Registration Deadline for March SAT Exam
2	13	Freshman Parent Seminar - 7:00 PM
3	1	First Friday: Pray for Vocations
3	6	Ash Wednesday - Day of Reflection - Full day of school for all
3	9	SAT's at SBP - 8a
3	9	Winter Term Evaluation 2 mailed home
3	31	Alumni Communion Breakfast (SBP parents are welcome) - 9a
3	13	Freshman Parent Seminar - "Early College Guidance" - 7:00 PM
3	14 - 17	Drama Guild Performances 7:00 pm Thurs - Sat / 2 pm Sunday
3	21	Feast of St. Benedict - Day of reflection (mandatory for all students)
3	21	<i>Spring Choir/Wind Ensemble concert - 7:00 PM - Auditorium (tentative)</i>
4	2	Freshman Music Recital - 7:00 PM - band room
4	5	First Friday: Pray for Vocations
4	5	Registration Deadline for May SAT Exam
4	10	Freshman Parent Seminar - "Backpacking Information Night" - 7:00 PM
4	11 - 12	Final Examinations
4	12	Winter Term Ends
4	13 - 28	Easter Break (no classes)
4	29	46th Spring Phase begins with Convocation

5	3	Winter Term Grades mailed home
5	3	First Friday: Pray for Vocations
5	3	Registration Deadline for June SAT Exam (will not be offered at SBP)
5	4	SAT's at SBP - 8a
5	9	St. Benedict's Scholarship Gala (tentative date) 6p
5	13	Mid-Spring Phase Convocation
5	16	Alumni Assoc. induction breakfast for Seniors / Senior Class meeting (Tentative Date)
5	18 - 24	44th Appalachian Trail
5	27	Memorial Day (no classes)
5	28	Freshman Year Completion Ceremony - 7 - 8:30 p
5	29 - 31	Spring Phase Final Presentations: Parents Welcome - 7:50 a - 1:00 p
5	30	Presidential Award Dinner for Seniors and Families - 6 - 10:30 p
5	31	Spring Phase Ends / Vacation begins after dismissal
6	1	Incoming student assessment tests / Orientation for 2017-2018 school year 9:00 AM
6	1	SAT Exam (Not offered at SBP)
6	2	145th Graduation (with reunion of Classes of 1969) 3:00p
6	7	First Friday: Pray for Vocations

Benedict's

Hates

A

Quitter

Whatever hurt my brother hurts

me

AND

Whatever helps my brother helps

me.