



Saint Mary School

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www.stmarysparish.org/school

"A Foundation Anchored in Faith"



St. Mary's Parish, Shrewsbury, Massachusetts

Parent/Student Handbook

2022-2023

Welcome to Saint Mary Catholic School! In choosing Saint Mary School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Saint Mary School for the 2022/2023 school year. Please read this document carefully and sign the attached agreement. This agreement states that you and your student intend to abide by the policies of Saint Mary School during the 2022/2023 school year.

The faculty and staff of Saint Mary School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together we form a partnership to strengthen your child's relationship with God.

Magda Harrison

Principal

Prepared by the Faculty and School Advisory Board of Saint Mary School

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Rev. 8.9 – August 2021

Rev. 9.1 – August 2022

APPENDIX A – BULLYING POLICY

APPENDIX B – AFTERSCHOOL HANDBOOK

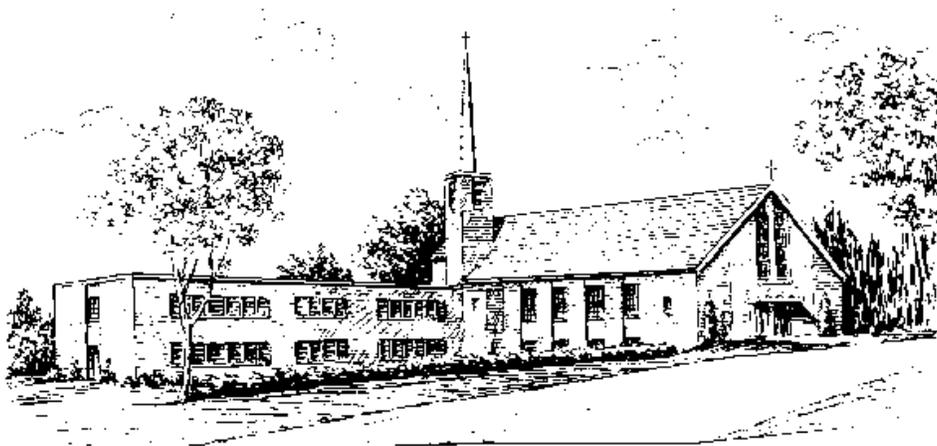
INTRODUCTION

PARISH MISSION STATEMENT

For the people of St. Mary Parish, Shrewsbury, Massachusetts.

“We, the people of St. Mary, strive to be a community, united with God, dedicated to continuing growth in knowledge and faith, giving witness to Christ through love, worship, education, and service.

So that we may fulfill this mission and integrate spirituality with life, we shall reach out to all peoples within and beyond our faith community.”



Saint Mary Parish and School - Shrewsbury, Massachusetts

PARENT-STUDENT HANDBOOK

The Parent-Student Handbook lays out for parents and students the policies and procedures followed at Saint Mary School. Out of fairness to all, as a means of ensuring a favorable atmosphere for learning and to teach our students to be

responsible for their actions, Saint Mary School faculty and staff adhere to the policies set forth in this handbook. Parents are asked to sign a form each year acknowledging that they have reviewed the handbook with their children.

Please remember: no situation is perfect; problems may sometimes occur. Should you encounter one, please take the time to discuss it with the teacher **as soon as possible**. Adhering to this suggestion prevents tensions and hard feelings from developing.

PARENTS AS PARTNERS

We, at Saint Mary School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's physical, intellectual, spiritual, emotional, and psychological well-being.

Your choice of Saint Mary School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Your personal relationship with God, with each other, and with the Church and school community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint Mary School, we trust you will be loyal to this commitment. During these formative years (Preschool to Grade eight), your child needs constant support from both parents and faculty in order to foster his/her physical, intellectual, spiritual, emotional and psychological development. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest to challenge, yet nourish, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make an inquiry of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she can become.

This partnership will ensure a successful and productive school year.

SCHOOL MISSION STATEMENT

SAINT MARY SCHOOL IS ANCHORED IN CATHOLIC FAITH, VALUES AND PROVEN ACADEMIC EXCELLENCE. WE INSPIRE STUDENTS TO BE LIFELONG LEARNERS AND SERVANT LEADERS OF OUR LOCAL AND GLOBAL COMMUNITY.

PHILOSOPHY AND OBJECTIVES

We are educating children today who will live their lives in the 21st century. The challenges presented by our rapidly changing world and our desire for our students to play an important part in its shaping call us to the pursuit of excellence.

As each child grows to his/her potential, we work in partnership with parents to teach our children to know God, to build a strong religious and moral foundation, and to love and respect neighbor and self. As Catholic educators we are called to teach doctrine, build community, worship together, and be of service to all. We instill a love and excitement for learning through the development of an intelligent and curious mind.

GOALS AND OBJECTIVES

SPIRITUAL GOAL:

To recognize the face of God in ourselves, other people, places, and experiences of life

Objectives:

- a. To distinguish individual differences
- b. To acknowledge the dignity of each person through respectful words and actions
- c. To assume the responsibility of caring for our environment
- d. To nurture faith and apply Gospel values to everyday life
- e. To support one another and the community with and through prayer

ACADEMIC GOAL:

To support the development of each child in reaching his/her full potential

Objectives:

- a. To recognize individual abilities and adapt teaching methods to address all learning styles
- b. To encourage our students to function as critical thinkers and independent learners
- c. To foster a spirit of cooperation within the learning environment
- d. To facilitate the application of learned skills in decision making

SOCIAL GOAL:

To make the world a better place now and for future generations

Objectives:

- a. To foster patriotism through the teaching of good citizenship
- b. To address the needs of the global community through service projects
- c. To promote peaceful resolutions to conflict and acceptance of personal responsibilities
- d. To develop a respect and appreciation of all peoples, cultures, and religions

POLICIES

ADMISSION AND REGISTRATION

To apply for admission to Saint Mary School, compliance with scholastic demands and standards and the ability to meet financial responsibilities are required.

Children applying for Kindergarten must be five years old on or before August 31st. Children applying for grade 1 must be six years old on or before August 31st. All new pupils must present birth certificates, baptismal certificates, and immunization records.

We assess the readiness of a student's capability to perform the work of a given grade by testing and by reviewing the academic records of the previous school.

Registration will begin around National Catholic Schools Week in late January. Churches of neighboring parishes will include the date in their announcements. Re-registration will be completed by February vacation. Registration and re-enrollment will be done through our parent portal, ParentsWeb.

Saint Mary School does not discriminate on the basis of race, gender, religion, national origin, age or physical handicap.

ATTENDANCE

Regular attendance is absolutely necessary for effective learning. Pupils should be in school every day, except in case of definite illness or emergency.

Parents are responsible for the daily and regular attendance of their children. A child who misses a day of school misses a day of learning. Parents are expected to make school a top priority and communicate that priority to their children. By building the habit of daily attendance, you will help your child understand that school is important.

Absence

Saint Mary School, like all other schools in the Commonwealth of Massachusetts, is subject to the laws of the state regarding education. In this case, the pertinent law is Regulation 5113 of the Commonwealth of Massachusetts, which is as follows:

- A student who has been absent because of illness for five days or more is required to present a doctor's certificate attesting that the danger of conveying the illness has passed.
- A student who has seven unexcused absences of a full day, or fourteen unexcused half-day absences, within any six-month period must be reported to the Attendance Supervisor of the local public school district. The services of the Attendance Supervisor may be sought in lesser cases of absence or tardiness to prevent a serious problem from developing.

Students who are frequently absent jeopardize their possibility for promotion. Parents should notify the school office (508-842-1601) before **8:00AM** if their child/children will be absent. An email may also be made to your child's homeroom teacher prior to 8:00AM. They should give the following information:

- Name of caller
- Student's name and grade
- Reason for absence

If the office does not receive a call or email, a parent will be contacted. This is for the protection of the Saint Mary School students.

Please do not use email to notify the school office of a last minute change in a child's dismissal procedure. If there is a last minute change, a phone call should be made to the school office before 2:00PM. Otherwise, it is expected that all changes will be communicated to the homeroom teacher in writing.

Make-up work is the student's responsibility. Google Classroom should be utilized along with contacting the teacher or teachers via email for any work that may be missed by the student. If a student is out of school **for one day** the student should take their homework home the following day. If a student is out **for two or more days due to illness** the parent is asked to email the absent student's teacher before 9:00AM to arrange for assignments. Homework and assignments will be assembled, and the parent may pick up the work 24 hours after submitting your request. The Main office will have the homework and it may be picked up from 8:00AM to 8:30AM or 3:00PM to 3:30PM. Dismissal is a very busy time. The homework buddy may also be asked to pick up the assignments. We ask parents not to call school requesting homework. The school office will not be able to handle such a request. All requests must be made to the student's homeroom teacher.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

Upon return to school after a communicable disease, the student should present a note signed by the physician in accordance with the regulations of the Shrewsbury Board of Health.

The school generally recognizes the following excusing causes for school absence:

- sickness of the student or of a member of the immediate family when contagion is a factor, verified by a note from a parent, guardian, or doctor.
- death of a member of the immediate family.
- attendance at an important family function; e.g., graduation or a wedding of a member of the immediate family.
- presence at a legal procedure.

A student who fulfills the requirement for an excused absence will be allowed to make up the class work or tests missed during the absence. It is the student's responsibility to ask the teacher in each class what assignments must be made up and date that they are due. Credit will be given for assignments made up and handed in. If the work is not completed in the required time, credit will not be given. Tests and quizzes should be made up within one week of the original test date. Other arrangements may be made with the teacher if necessary.

Early Dismissal

For the safety and protection of each child, a parent/guardian must send a written request for his/her child's early dismissal. The school administration will only release a student to a parent or authorized person who comes to the school office and signs the child out. Students will be called to the office for dismissal. ***Adults may not enter the classroom to pick up the child.***

Tardiness

A student in kindergarten through eighth grade is marked tardy on the attendance chart if he/she is not in the classroom for the **start of opening exercises at 8:00AM.**

If a student is marked tardy 3 times a quarter, a meeting with the principal may take place. Students are expected to be punctual for all classes.

Tardiness attributed to late bus transportation (or private car transportation due to inclement weather) will be excused.

In the case of repeated unexcused tardiness, parents will be contacted by the principal.

Vacation

Every parent receives a copy of the school calendar in June. This will advise you of the dates of vacation periods. If students take vacations on dates other than those specified in the school calendar, teachers are **not** responsible to prepare special assignments in advance for those students. It will be the responsibility of the child to make up class work upon returning to school.

Parents who are planning to extend their children's regularly scheduled school vacations will be **strongly discouraged** because:

- Classroom discussion and interaction often provide the main focus for learning and cannot be replicated through out-of-class make-up assignments.
- If missed school is unavoidable, parents should inform teachers two weeks ahead of time. Upon return, students are responsible for missed assignments within a period of time comparable to the number of school days absent.
- Lunch and/or recess time may be used to make up the missed work. Teachers will obtain a parent's permission before the student uses this time for making up their work.

There may be situations in which teachers cannot make up for missed classroom activities and assignments. If such a case occurs, students will be required to perform "meaningful, alternative out-of-classroom work" which will be assigned upon their return.

Withdrawal or Transfer Procedure

Please inform the school office (administration) as soon as you make a decision to transfer your child. A release form must be signed by the parent to authorize the transfer of records. You may obtain a transfer form from the school office. Please return it, completed and signed to the office manager.

Parents should present the name and address of the new school, so that the office manager may mail all appropriate records. School records cannot be given to the parents - **they must be mailed directly** to the new school.

BEHAVIOR AND PERSONAL RESPONSIBILITY

Discipline is essential to the creation and maintenance of a positive educational environment where all students will be allowed to work to their fullest potential. It ensures the safety and well-being of the entire Saint Mary School community. If it is to be successful, discipline must be based upon and exercised with an unconditional Christian love, reflecting our mission and the values of our faith. It demands being caring enough to give a youngster structure, order, and security. Discipline, when

applied in a positive fashion, makes it possible for a child to develop responsibility, self-control, and respect for themselves and others.

Saint Mary School employs consistent and fair application of disciplinary measures exercised in a positive fashion and atmosphere. Principal, teachers, and parents have the same high expectations of the student. The child must be free to choose his/her behavior, learn that behavior has consequences, and experience those consequences fully.

Appearance

- Proper uniforms must be worn at all times. Clothes are to be neat, shirts tucked in, and shoes tied. All clothing should be properly cared for.
- No inappropriate slogans are allowed on clothing.
- No hats are worn in the building.
- Excessive hairstyles are not permitted for both boys and girls.
- Boys must follow the guidelines under Dress Code.
- For girls in grades 7 and 8, subtle, natural colored highlights are permissible.
- Nail polish is allowed but it cannot be a distraction to the educational program.

A more detailed list is provided under Dress Code.

Care of School Property

Students are expected to take pride in the appearance of their classroom and all school property. Students are responsible for respecting school property both inside and outside the school. This includes the school building, grounds, equipment, and materials. Each student is accountable for the condition of his/her desk and chair. Parents and students will be required to pay for any damage to school property, including but not limited to loss or damage to textbooks, instructional materials, computers, software, and library books beyond normal wear and tear. In all cases, the principal will be the final judge of the need for remuneration.

Cell Phone and Personal Electronic Device Policy

Cell phones, Apple watches or similar devices, iPads, headphones, and other electronic devices can come to school but may not be used at any time on school grounds for text messaging, photos, or other functions. Phones must be turned in by Morning Prayer and will be locked in the classroom closet during the school day. **After closing prayer is completed, the cell phones and devices will be returned to the students, but they must remain off until the student has been dismissed and is off school grounds.** All smart watches should be powered down or set to school mode to avoid distractions. Students have access to the school phone for emergency purposes, and parents may get messages to their children via the main school phone. Any cell phone or device that is not properly stored during the school day may be confiscated. The

item will only be returned to a parent/guardian at their convenience. No students should expect that the contents of such devices will remain private if brought onto school premises, so if the student wishes to ensure such privacy the student should not bring them to school. The Administration reserves the right to inspect the contents for purposes relating to the health, safety, or general welfare of the student or the school community. The administration may base discipline on what is found if in its judgment it is necessary or appropriate to do so.

E-readers are permissible when used at appropriate times with the permission of the classroom teacher. Please remember, the school is not responsible for any lost, stolen or damaged electronic device.

Common Courtesy

Throughout Saint Mary School, and during all its activities, the faculty emphasizes common courtesy. This courtesy is to be extended to all faculty, lunch aides, and maintenance workers, other adults working or serving in any capacity for the school and its students, visitors and to the students themselves.

We require indoor voices and order in classrooms, corridors and on stairways.

Bringing toys, electronic games, or dolls to school is not permitted unless specifically requested by a faculty member. Please remember, the school is not responsible for any lost, stolen, or damaged items brought from home.

Gum chewing is not permitted at any time. Snacks are to be eaten only in the classroom, during designated snack times, and at lunchtime, or with the permission of the classroom teacher.

Honesty

Academic honesty is integral to both academic learning and the development of Christian character. Plagiarism from printed or electronic (e.g. Internet) sources, collusion, and cheating will not be tolerated. A grade of 0 may be entered for all examinations, quizzes, etc. in which dishonesty is found.

Lavatories

Students are expected to:

- utilize the lavatory with the permission of the teacher or staff member.
- sign out of their classroom before they enter the bathroom.
- Keep safety in mind and be respectful of others in the lavatory and other classes nearby.
- keep lavatories clean for the benefit of all.
- avoid taking materials from the classroom or lunchroom to the lavatory.

- wash their hands, place paper towels in wastebaskets and not be wasteful of paper/hand soap.

Lunch Room Behavior

The following rules will ensure that a comfortable and orderly environment is maintained in the lunch area:

- Proper conduct and courtesy during lunch time is mandatory.
- Students enter and leave the lunch room in a quiet, orderly manner.
- Students talk quietly in the lunch room.
- The throwing of food is not permitted and will immediately result in a consequence.
- Students raise their hands to request permission to leave their seats during lunch.
- Students leave clean dining tables and floor areas around the tables.

Expectations of Behavior

- Students will accept teacher direction.
- Students will be attentive and courteous to teachers and fellow students in the classroom.
- Students will show proper respect for the rights and well-being of all students, both in the classroom, at lunch and at recess. No deliberate acts of aggression or intimidation of others will be tolerated.
- Students will obey all school and classroom rules.

Personal Property

Stealing or destruction of other student, teacher, and school or parish property is considered a very serious offense. The student will be required to pay for the stolen or damaged item. Depending upon the nature of the matter, a student may additionally be subject to the disciplinary measures or be expelled. Each occurrence will be handled on a case-by-case basis. Repeat offenses will be cause for dismissal.

Playground / Recess

The recess period gives our students an opportunity to mingle together and to enjoy each other's company. Teachers or lunch aides are present to supervise. Weather conditions will determine what activities are allowed.

No rough play is allowed.

- Students line up when moving to and from recess.
- When the bell rings, students line up, quiet down, and listen to directions.
- Students are not permitted to leave the school grounds at any time.

- No student is to return to the classroom during the recess period when there is no teacher present in the classroom.

Playground Equipment Rules

No children are allowed on the playground equipment unless a teacher is there to supervise them. Due to the size of the equipment, only one class will be allowed on the playground equipment for each recess.

1. Climb up stairs and ladders, not slides.
2. Slide down the slides with feet first.
3. No running in the playground area.
4. No balls or toys in the playground area.
5. Keep hands to yourself - NO PUSHING!
6. One person goes down the slide at a time.
7. Monkey bars must be used appropriately - NO ONE IS ALLOWED TO CLIMB ON TOP or lift a child up who cannot reach the bars from the ground!
8. Keep wood chips on the ground.

Prudence

Unsociable or profane language will not be tolerated anywhere on school or church property.

Responsibility

When students are assigned duties, they are expected to carry out the duties promptly, responsibly, and properly.

School Hallways and Stairways

- Walk quietly. No running.
- Stay to the right with your class and walk single file.
- During morning and afternoon prayer, stop what you are doing and participate.
- Use indoor voices when speaking.

Bus CONDUCT

Courteous and respectful behavior is mandatory on the bus. As our bus transportation is provided by the Town of Shrewsbury, our pupils are subject to the same rules and

regulations as are the public-school students. The following is a description of the policy as set forth by the Shrewsbury School Committee:

Shrewsbury Public Schools
Transportation Procedures and Regulations
TRANSPORTATION POLICIES and PROCEDURES

In this document:

1. Registration Process for Shrewsbury Public School Students through the PowerSchool Parent Portal. Registration Process for Private and Vocational School Students – New online registration via SPS website.
2. Payment
3. Bus Privilege Registration Refunds
4. Free/Reduced Lunch and Bus Privileges
5. Route/Bus Stop Communication and Changes
6. Parental Responsibility
7. Student Discipline
8. Before/After School Care Alternate Location Transportation
9. Route Planning
10. Snow/Emergency Cancellations
11. Emergency Evacuation Drills Snow/Emergency Cancellations
12. Video/Audio Recording
13. Early Dismissals
14. Missing Child

1. Registration process for Public School Students

All students enrolled in Shrewsbury Public Schools MUST register online through the PowerSchool Parent Portal*. Please print the confirmation page for each child and retain for your records if no payment is required.

If you see payment is required when you register, you have two options:

- Pay online after setting up your family SchoolPay account OR

- Mail in payment along with printed copy of the online registration confirmation for each child and mail it with your payment (check or money order only)

Access to online registration can be found here: <https://schools.shrewsburyma.gov/transportation/private-and-vocational-school-transportation-registration>

2. Payment

If payment is required (see the FAQ document questions #3 through #6 - for more information on fees and requirements on the website) and you do not choose to pay online, we are only accepting money orders or checks made payable to: Shrewsbury Public Schools.

(Registration will be considered incomplete without the printed confirmation page for each child along with payment and subject to the late fee. Payment and confirmation form/s can be dropped off or mailed to:

Shrewsbury Public Schools, 100 Maple Avenue, Attn: Bus Privilege Registration.

3. Bus Privilege Registration Refunds

Refunds will be given up to the start of school. (Refund requests must be received by 4:30PM on August 28, 2022. Once school has started on August 29, 2022, no refunds will be granted. You must complete the Refund Request Form and mail or drop off to Bus Registration, 100 Maple Ave. Please note: A \$25.00 processing fee will be deducted from the refund amount and late fees will not be refunded.

4. Free/Reduced Lunch and Bus Privileges

The Free/Reduced application must be completed EACH YEAR and submitted after August 31, 2022. If you applied for Free/Reduced Lunch for the 2022-2023 school year and were approved, the approval expires on September 30, 2022.

5. Route/Bus Stop Communication and Changes

Parent/Guardian of SPS students can obtain bus route information in late August by accessing PowerSchool Parent Portal. A notification will be sent through email to families when the route and stop information is available.

Parent/Guardian of private/vocational school students will also receive an email in late August. The district buses students to and from pre-established bus stops. Whenever possible, centralized neighborhood bus stops have been established. Making additional stops, even if the bus is passing your residence, will not be allowed. Do not request that the bus driver pick your student up in front of your residence if a centralized neighborhood bus stop has been indicated in your PowerSchool Parent Portal. We receive many phone calls about this. Having centralized bus stop locations is equitable,

safe and saves both time and money. The Transportation Team has given AA Transportation strict instructions to maintain stop locations and notify the Transportation Team if changes are requested. If you feel there is an extraordinary safety circumstance that would justify a reevaluation of the bus stop location, a Bus Issue/Change Request Form must be submitted. This form is available on the Transportation main page under "Forms and Applications". All non-urgent issues will be evaluated and addressed in the order that they come in. Once the evaluation is complete, a communication will be sent as to the outcome.

The school district may make modifications to bus assignments, routes and bus stops during the course of the year. These changes are made to improve efficiency or enhance safety. Parents and students will be notified in advance of the change start date.

6. Parental Responsibility

Parents are responsible for children getting to and from the bus stops - Shrewsbury Public Schools determines the placement of school bus stops after careful consideration. Site visits are often part of our process, whereupon site distances, traffic flow, patterns and volume are reviewed. We often ask members of both the Police Department and transportation contractor to assist us in making bus stop decisions. If a student is repeatedly not visible to the driver and at their designated bus stop spot, the School Department will send a warning notification home with the student. As stated above in Policy # 4 – If you feel a re-evaluation of the bus stop is necessary, you must complete the Bus Change Request Form. This form is available on the Transportation main page under "Forms and Applications".

Students are required to be present at their stop location and visible to the bus driver 10 minutes prior to designated pick up times.

In addition, children highlighted in the following paragraphs require parent/guardian presence at the bus stop:

- Kindergarten Students - A parent/guardian or responsible adult must be present at their student's bus stop as they exit the bus. If a parent/guardian or responsible adult is not present at the stop, the child will be returned to their respective school where the child must be picked up by a parent or responsible adult with proper identification.
- Special Needs Students kindergarten to grade 12 - A parent/guardian or responsible adult must be present for special needs students requiring specialized transportation. A parent/guardian or responsible adult must be available to assist if necessary to remove the child from the vehicle. Driver and/or monitor are not allowed to leave the vehicle unattended. If a parent/guardian or responsible adult is not visible at the stop location, AA Transportation will follow

the “Special Education Emergency Transportation Procedures” protocol posted under “Featured Pages” on the Transportation Department main page.

Parents should not allow students to ride any other bus than the one assigned and identified in the Parent Portal account. Students may not ride a bus they do not have privileges to ride for any reason. This is a safety issue, and the student will be subject to a warning notification if they do not comply.

Students cannot carry on oversized objects that may block the aisle, cause a loss of passenger seat space, obstruct the driver’s view or create a safety hazard. Objects will be permitted only if they can be held in a student’s lap. The school district assumes responsibility for children once they are seated in the school bus until the children depart from the bus at the end of the school day.

7. Student Discipline

Since school bus transportation is an extension of the school day, expectations for student behavior on the bus are the same as in the classroom. If a student engages in inappropriate behavior, the bus driver is expected to complete a “Bus Conduct Report”. These reports are sent to the student’s school principal, the Transportation Office.

Principals will exercise judgment and discretion regarding appropriate consequences based upon the circumstances of the incident and the student(s) involved. The “Bus Discipline Procedures and Consequences” form can be viewed on the district’s web site.

8. Before/After School Care Alternate Location Transportation

Transportation to or from alternate locations for the purpose of before or after school care providers within the Town of Shrewsbury is available to students using the following criteria:

- Kindergarten and Elementary Students – the alternate location must be for 5 days per week to be eligible for transportation. Transportation will not be available to students who attend daycare or travel to another location on a part time basis (less than 5 days per week). Also, the location must be in the same school district as the home residence. (Ex: a student living in the Floral Street School district must go to a location in the Floral Street School district; a student living in the Coolidge district must go to a location in the Coolidge district, etc.).

It will be necessary to complete the Before/After School Care/Alternate Location information in PowerSchool Parent Portal while registering in order to utilize before/after school care alternate location transportation services.

If an alternate location (pick up and/or drop off) becomes necessary after registration during the school year a Bus Issue/Change Request Form must be submitted. This form is available on the Transportation main page under “Forms and Applications”.

9. Route Planning

The district uses a computer-generated route optimization software package to assist in developing the most efficient and cost effective plan for bus routing. This is the only calculation method that will be used to determine distance. Prior to the start of school, school bus route information will be posted on PowerSchool Parent Portal.

10. Snow/Emergency Cancellations

The Superintendent of Schools determines school cancellations and delays. The Superintendent's Office will notify all families via the school department's website and telephone notification system. (Please be sure to confirm your desired phone number/s in your child's demographic section of your PowerSchool Parent Portal.)

In addition, school delays and cancellations are announced on local television and radio stations. When Shrewsbury Public Schools cancel, delay or have an early release due to inclement weather, all buses will run on the public school schedule, and private school transportation will be provided on the same schedule. When Shrewsbury Public Schools has a one-hour delayed opening, the school buses will run on a one hour delayed schedule. When Shrewsbury Public Schools has a two hour delay, the school buses will run on a two hour delayed schedule.

11. Emergency Evacuation Drills Snow/Emergency Cancellations

As mandated by the Commonwealth of Massachusetts, emergency evacuation drills will be conducted twice per school year. These drills will occur at the school site, while students occupy the bus. Representatives from the Transportation Office and/or school staff will be present during the drill. In addition, police officers and firefighters routinely observe the evacuation drills.

12. Video/Audio Recording

The school district, through the school bus contractor has access to digital recording devices on its school buses. These cameras are used at the discretion of the school department, or school bus personnel, to monitor and record student behaviors while on board the school bus. No student shall be allowed to use video/audio recording devices on the bus.

13. Early Dismissals

On rare occasions, the school district may release students from school prior to the regular release time due to inclement weather, or a facility emergency. Communication regarding such events is sent to all parents as far in advance of the event as possible, using telephone and electronic means of contact.

14. Missing Child

All missing children calls should be reported to Steve Rocco, Transportation, Safety and Security Coordinator at 508-841-8363 or 508-841-8400, option 2. Whenever a child is reported missing (i.e., not returning home after an attended day at school) the Transportation Team responds with the following protocol:

- Notification made to the School Principal. S/he will contact the student's teacher(s) and have the school building and grounds searched.
- Notification to the bus contractor. They will search the student's bus and the driver will be contacted and interviewed.
- Parents will be asked to contact friends of the missing child. Most often a child is located at a friend's house within the first hour.
- Notification is made to the Police Department if necessary. Once the child has been located, all involved parties are contacted to confirm.

Can I purchase a one-way or partial year Bus Privilege at a reduced rate?

No. All bus privileges are issued based upon a student bus assignment to and from school or day care services. Each child is assigned one bus and one stop to and from school. Regardless of one way or round trip use, the fee remains the same.

Can I get a refund of my bus fee?

Refunds will be issued if a completed refund request form is sent to the School Department and received prior to the first day of school on August 28, 2021. A processing fee of \$25.00 per student will be deducted from the refund. Once school has started, no refunds will be issued. Late fees will not be refunded. This form is available at the School Department or [click here to download it now.](#)

Can my child be picked up or dropped off at a day care provider?

Yes. We will provide services to and/or from day care providers if the day care is in the same school district as the home. For example, a child who resides in the Floral School District can use a day care located in the Floral School District only. Day care transportation is provided either one-way or round trip, but must be for all five days each week. If you are not certain if your provider is located within the same district as your child's school, you may send an [email](#)

Does the bus fee pay for the entire cost of busing my child?

No. Bus fees only account for approximately 40% of the total cost of in-district busing in Shrewsbury.

How do I access the new online School Bus Privilege Registration if my student attends Assabet Valley Regional Technical High School or any of the following private schools - Alhamra Academy, St. John's High School, St. Mary's School?

Students who attend Assabet Valley Regional Technical High School or any private school in Shrewsbury NOW need to register online. Access to online registration can be found on the main district page. Look for the school bus icon under the main photograph, then choose “Private & Vocational School Transportation” from the section menu/left hand navigation menu.

OR

Go

to: <https://schools.shrewsburyma.gov/transportation/private-and-vocational-school-transportation-registration>

Instructions and the registration link can be found at this location.

How do I find out when and where the bus stops?

Families who have students attending school in Shrewsbury Public Schools WILL NOT be mailed the bus number or location. This information will be posted to the PowerSchool Parent Portal site for parents to review in late August once bus routes have been finalized.

Families whose students attend private or vocational schools will be emailed information in late August.

How is the mileage determination made for student transportation?

Shrewsbury Public Schools utilizes Versa Trans routing software to measure distances within town, and to determine school bus stops and routes. We use the distance measured by the software to determine the distance between a student’s home and the assigned school.

What if the student is eligible for the Free/Reduced Lunch Program?

Per state law, students who are currently eligible for the Free/Reduced Lunch Program will not be required to pay the bus fee. However, registration for bus privileges through the PowerSchool Parent Portal is still required and a late fee will be required if registration is not received by June 30th. If it is determined that you are no longer eligible for this program you will be required to pay the transportation fee.

What if the student has an IEP?

Only special education students with specialized transportation requirements written into a valid IEP will receive bus transportation at no cost; otherwise special education students are subject to the same eligibility and payment regulations as regular education students.

What is the fee for Bus Privileges for students who do not qualify for free transportation?

For the 2022-2023 school year, the school bus fee is \$310.00 per student, and there is a family cap of \$930.00. A late fee of \$50.00 per student will be assessed after June 30, 2019 (with a \$150.00 family cap for late fees). Checks or money orders made payable to **Shrewsbury Public Schools** are the only form of payment accepted if you choose not to use the NEW online payment option.

What is the fee-based busing program?

Fee-based busing applies to all Shrewsbury Public Schools students and Shrewsbury residents attending private schools in Shrewsbury in grades K-6 who reside 2.0 miles or less from the school that they attend and all students in grades 7 -12 regardless of distance.

As stated above - Students attending Assabet Valley Regional Technical High School do not pay a fee per state law.

When do I have to submit payment?

All bus fees must be submitted in full in person by 4:30PM on June 30, 2022 or postmarked with a June 30, 2022 date. All bus registrations received July 1st or later will be assessed a \$50.00 late fee per student (\$150.00 family cap late fee), **regardless of the free or fee based status of the request.**

If you are undecided regarding the need for transportation, it is advisable to pay the fee to reserve your spot so as not to incur a late fee. See Q.13 for details regarding refunds.

Who is eligible for free school bus transportation in Shrewsbury?

Per state law, all Shrewsbury students (public and private) in grades K-6 who reside 2.01 miles or more from their assigned school are eligible for free transportation. Transportation is only available to other K-6 students residing 2.0 miles or less from their school, or in grades 7-12 for a fee. Transportation is not available to preschool students.

Who needs to complete the online School Bus Privilege Registration through PowerSchool Parent Portal?

All students who wish to ride the school bus to and from Shrewsbury Public Schools and all special education students who attend programs in Shrewsbury Public Schools, including those who require specialized busing.

CHANGE OF ADDRESS

Please inform the school office of a change in address or telephone number. This applies to changes in home address or phone number, work phone number, cell phone number or emergency phone number. Parents are able to log in and update their information in ParentsWeb.

CHILD ABUSE

In accordance with the circumstances, the school will report any suspicion of child abuse or neglect to the appropriate agency.

CRISIS PLAN

A crisis plan is in place at the school that covers a variety of situations. The faculty and staff are kept informed of the protocol. When a situation presents itself it will call for either an evacuation, a lock down, or a shelter in place. In the beginning of the school year when each classroom practices procedures for a fire drill, an evacuation is practiced, along with lock down and shelter in place instructions. The Crisis Plan is reviewed by the Shrewsbury Police on a regular basis. Parents need to make sure that the contact information entered into ParentsWeb is updated and connects to a live person.

DIOCESAN SCHOOL DEPARTMENT

Saint Mary School works in collaboration with the Diocesan School Department. We are expected to follow the curriculum outlines and testing procedures set forth by the school department. The diocesan office and diocesan policy handbook is referred to whenever the need for a new policy presents itself.

DISCIPLINE AND CONSEQUENCES

A **Detention Slip** may be given as a just consequence after a student has been warned and spoken to by the teacher for a violation of a school or classroom policy. In most cases, the teacher has given the student fair warning to change a behavior or an incident report has already been issued for the same offense. The Detention Slip is to go home, be signed by a parent, returned to school the next school day to the teacher who issued it. In addition to the slip being sent home, the teacher will also communicate with the parents via phone or email that day explaining the circumstances that led to the detention. At dismissal time of the day of the detention, the student reports to the teacher. A parent must pick the student up at 3:30PM from the school's Main Entrance.

Should a student's inappropriate behavior continue after serving this detention, a parent conference will be scheduled with the principal or assistant principal. Any further action

will be determined at the time of the conference. Further action may include, but is not limited to, community service, probation, suspension, or expulsion.

Children need to learn problem-solving skills in order to work on changing their behavior. We are here to help students identify a problem, brainstorm best possible solutions, and check to make sure the problem has been resolved. Students are learning that their actions have consequences, both positive and negative. Our goal is that our students learn from their mistakes and take responsibility for their actions.

A spirit of cooperation is expected of all students and parents in obeying the rules, written or unwritten, of the school. Respect for rules, even those we do not like or agree with, contributes to a positive, safe, happy environment for all.

DRESS CODE

When in uniform, students are visible representatives of Saint Mary School. Uniforms eliminate fashion as a potential source of competition among students, and therefore, aid in keeping the focus of their attention on their studies

Parents should be **completely familiar** with and understanding of all regulations pertinent to the dress code. Parents should **comply** with and enforce the dress code among their children.

The principal is the final arbiter in interpreting standards for all students.

- All students must be in full uniform each day except on days designated by the principal.
 - When not in uniform, a student must present a written note from a parent stating the reason for this digression.
 - The wearing of hats in the school is not allowed.
 - Monograms, such as initials or logos, are not to be visible on **any** uniform clothing, socks or shoes.
1. The student's appearance is to be one of overall neatness. Uniforms must be of the appropriate size, length, ironed, and in a proper state of repair.
 2. Excessive or faddish hairstyles for both boys and girls are not permitted.
 3. The length of a boy's hair must be above the shirt collar, off the ears and away from his eyes.
 4. Students may wear a wristwatch (Apple watches and other similar devices are not permitted) and one or two rings. A pair of earrings may be worn, one in each ear. Excessively large earrings are not allowed. Tasteful bracelets, tie-tacs, and/or a necklace may be worn.
 5. Nail polish is allowed. It may not detract from the educational process.
 6. The wearing of lip-color, eye shadow, or other make-up is not allowed for students in grades K-6. For girls in grades 7 and 8 only, **subtle** make-up is allowed.

All school uniforms are purchased from any one of the following three vendors:

Tommy Hilfiger: School Code: STMA24

Website: www.globalschoolwear.com

Lands End: Preferred School Number: 90013106

Website: www.landsend.com

Phone: 1-800-469-2222

Allens School Uniforms: Website: www.allensuniforms.com/schools/

Address: 452 W. Boylston Street, Worcester, MA 01606

Phone: (508) 853-1993

Kindergarten

Kindergarten students wear their gym uniform and sneakers every day. Since the Kindergarten students are wearing the gym uniform, sneakers do not have to be white or black. Please refrain from buying sneakers that light up or may cause a distraction in the classroom. ***Short sleeve polo shirts are strongly recommended over the long sleeve polo shirts for kindergarten students.***

Girls: Grades 1-4

- Uniform plaid jumper
- Uniform white, peter pan blouse, long or short sleeve
- Navy blue uniform pants (regular or relaxed fit) with a belt may be worn instead of the jumper/kilt/skirt
- Navy blue knee socks, navy blue tights or white or navy ankle socks (solid, no prints). Tights or knee socks must be worn when wearing the winter uniform. No ankle socks are allowed from October 15th until April vacation.
- Solid white or black dress shoes, solid white, solid black, or black and white low-cut, clean sneakers only; no slip on moccasins may be worn.
- Navy blue uniform sweater (v-neck pullover, cardigan or vest) **from October 15th until April Vacation**

Girls: Grades 5-6

- Uniform plaid skirts with white or blue uniform oxford blouse, long or short sleeve; skirt lengths must be no shorter than 3 inches above the knee.
- Navy blue uniform pants (regular or relaxed fit) with a belt may be worn instead of the jumper/kilt/skirt.
- Navy blue knee socks, navy tights, or white or navy ankle socks (solid, no prints). Tights or knee socks must be worn when wearing the winter uniform. No ankle socks are allowed from October 15th until April vacation.
- Solid white or black dress shoes or solid white, solid black, or black and white low-cut clean sneakers only; no slip on moccasins may be worn.
- Navy blue uniform sweater (V-neck pullover, cardigan, or vest) or navy blue uniform fleece vest must be worn **from October 15th until April vacation.**

Girls: Grades 7-8

- Uniform gray kilt with white, light blue or light yellow uniform oxford blouse, long or short sleeve; skirt lengths must be no shorter than 3 inches above the knee.
- Navy blue uniform pants (regular or relaxed fit) with a belt may be worn instead of the jumper/kilt/skirt
- Navy blue knee socks, navy tights, or white or navy ankle socks (solid, no prints). Tights or knee socks must be worn when wearing the winter uniform. No ankle socks are allowed from October 15th until April vacation. Girls in Grade 8 may wear any socks throughout the year.
- 8th grade girls only may wear nylons (cream, gray, navy blue, or skin-tone)
- Solid white or black dress shoes or solid white, solid black, or black and white low-cut clean sneakers only; no slip on moccasins may be worn.
- Navy blue uniform sweater (V-neck pullover, cardigan, or vest) or navy blue uniform fleece vest must be **from October 15th until April vacation.**

Boys: Grades 1-3

- Navy blue uniform pants (regular or relaxed fit) with belt
- White or light blue polo-type knit shirt, long or short sleeve, with St. Mary insignia
- Navy blue uniform sweater (V-neck, cardigan, pullover, or vest)
- White or navy blue crew/ankle socks (solid, no prints or logos).
- Solid white or black dress shoes or solid white, solid black, or black and white low-cut clean sneakers only; no slip on moccasins may be worn.

Boys: Grades 4-5

- Navy blue uniform pants (regular or relaxed fit) with belt
- Light blue or white uniform oxford shirt, long or short sleeve
- Plaid tie
- White or navy blue crew/ankle socks (solid, no prints or logos).
- Solid white or black dress shoes or solid white, solid black, or black and white low-cut clean sneakers only.
- Navy blue uniform sweater (V-neck, cardigan, pullover, or vest) must be worn **from October 15th until April vacation.**
- Uniform navy blue fleece vest (grade 5 only)

Boys: Grades 6-8

- Navy blue uniform pants (regular or relaxed fit) with belt
- White, light blue or light yellow uniform oxford shirt, long or short sleeve
- Navy blue tie (grades 6 and 7)
- 8th grade boys only may wear any necktie (appropriate conservative prints, only).
- White or navy blue crew/ankle socks (solid, no print or logos). Boys in Grade 8 may wear any socks throughout the year.
- Solid black dress shoes or solid white, solid black, or black and white low-cut, clean sneakers only.
- Navy blue uniform sweater (V-neck, cardigan, pullover, or vest) or navy blue uniform fleece vest must be worn **from October 15th until April vacation**

Boys and Girls Gym Uniform: Grades K-6

Kindergarten students wear their gym uniform every day.

- Navy blue gym uniform mesh shorts with St. Mary insignia may be worn until October 15th and after April vacation.
- Navy blue gym uniform sweatshirt and sweatpants with the St. Mary insignia must be worn from October 15th until April vacation.
- Uniform white short sleeve polo-type jersey with the St. Mary insignia
- Socks
- Sneakers **MUST BE VELCRO OR LACES (NO SLIP ONS!!!)**

Boys and Girls Gym Uniform: Grades 7 & 8

- Navy blue uniform gym mesh shorts with St. Mary Insignia may be worn until October 15th and after April vacation.
- Navy blue gym uniform mesh pants or sweatpants with the St. Mary insignia must be worn from October 15th until April vacation.
- Navy blue gym uniform sweatshirt with the St. Mary insignia must be worn from October 15th until April vacation.
- Socks
- Sneakers **MUST BE VELCRO OR LACES (NO SLIP ONS!!!)**

Boys and Girls Warm Weather Uniform: Grades 1-8

During the warm weather (first day of school through October 14th and after April vacation), students may wear:

- Uniform navy blue dress (added Fall 2010) for grades 1 thru 4
- Navy blue uniform dress shorts (boys and girls) with belt.
- Navy blue uniform skort (girls). Skorts must be no shorter than 4 inches above the knee.
- Uniform white or blue polo shirts (boys and girls), with St. Mary insignia or white blouses (girls) may be worn.
- White or navy blue crew/ankle socks (solid, no print or logos). Boys and Girls in Grade 8 only may wear any socks.
- Solid white, solid black, or black and white low-cut sneakers (no high tops).

Uniform changes due to weather conditions may take place at the discretion of the principal and parents will be notified by email or Parent Alert.

Out of Uniform Notice

An out of uniform notice may be sent home when a student is **not** following the dress code. This notice will bring the non-compliance to your attention and ask for an immediate correction. The notice should be signed by a parent and returned to school the next school day. Parents will be notified by the principal or assistant principal if the students continue to be out of uniform.

Out of Uniform Notice

Name: _____

Date: _____

Please see the Dress Code/Uniform Policy Section of the Parent/Student Handbook.

Infraction to be corrected immediately:

Teacher's Signature _____

Parent's Signature _____

Out of Uniform Dress Code

On occasion, the school or a class may have an out of uniform day. A notice will be sent home *via email*. Clothing and accessories containing inappropriate pictures or words are not to be worn. No undergarments should be visible. Clothing that exposes the back or midriff is not to be worn. Shorts, skirts, dresses, or jumpers must be uniform length. If the outfit is deemed inappropriate, the student will be sent to the office to call home for another set of clothes or will utilize the extra uniforms kept in the nurses' office. Each student may have one out of uniform day, on their birthday. If the student's birthday is on a weekend, they may have an out of uniform day on Friday or Monday before or after their birthday. Students with summer birthdays can choose a day to celebrate beginning in January after consulting with the homeroom teacher.

Out of Uniform Guidelines

Students may wear:

jeans

sneakers

short socks

shorts no shorter than three inches above the knee

skirts no shorter than three inches above the knee

yoga pants or leggings may be worn under a long shirt or sweater that comes to the mid-thigh

skorts

sleeveless shirts that cover the shoulder

tank tops with at least a two-inch strap

sweatshirts

nail polish

jewelry

hoop earrings

dresses no shorter than three inches above the knee

slacks

Students may not wear:

flip-flops or sandals (no open toe or open back shoes may be worn)

torn, tight or worn jeans

spaghetti strap tank tops

T-shirts with inappropriate writing

biker shorts

make-up (except grades 7 and 8)

low cut blouses/tops

clothing that is extremely tight

hats

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.

DRUGS

The possession, sale, and/or use of any Class I drug, look-alike drug, designer drug, substances inhaled, injected, or ingested for the specific purpose of mind or mood alteration, or drug paraphernalia will result in immediate, permanent student expulsion from Saint Mary School. Further, such students will be immediately reported to the proper authorities for legal action. Drugs legitimately prescribed by a physician for specific indications are discussed under Health Concerns.

ALCOHOL

A student's possession, sale, use or intoxication with alcohol on school grounds at any time or while attending school functions away from Saint Mary will result in immediate

out-of-school suspension for a minimum of 5 days in association with counseling. Students will be banned from attending any field trips or participating in any extracurricular activities for the remainder of the semester. A second offense will be grounds for immediate expulsion from school.

TOBACCO

A student's possession, sale, or use of tobacco in any manner or form on school grounds at any time or while attending school functions away from Saint Mary will result in immediate out-of-school suspension for a minimum of 3 days in association with counseling. Students will be banned from attending any field trips or participating in any extracurricular activities for the duration of the semester. A second offense will be grounds for immediate expulsion from school.

FIELD TRIPS

- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- A field trip is a privilege and not a right.
- There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- All grades do not always have the same number of field trips.
- A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
- A field trip permission slip is printed at the end of this section. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may print and use a copy of the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
- A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
- All monies collected for the field trip are **non-refundable**.

- **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
- Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
- All chaperones must be 25 years of age or older.
- **All chaperones must have filed a CORI Form and have completed the Safe Environment training.**

Parents receive written notification of any trip their child’s class is sponsoring *no later than one week before the scheduled departure date*. The written notice will include a permission slip like the following (**to be filled out by the parent**):

Field Trip Request Form

Date of request: _____ I/we ask: _____ to allow my/our child _____
(Guardian Name/s) (name of child)

to take part in _____ on _____
(name of activity; field trip, etc.) (date)

from _____ to _____ . Total Cost of Trip _____
(start) (end) (cost)

I/we understand that _____ assumes no liability concerning this activity.
(name of school)

signature of parent(s)/guardian(s) Parent phone number on day of activity: Emergency number:

Parent permission slips for field trips must also be returned to the school **two days** in advance. No child may attend any trip for which his or her permission slip has not been returned.

No child whose conduct is subject to any described disciplinary procedures will be permitted to participate in field trips or other such activities without a parent.

HEALTH CONCERNS

A school nurse is available each day of the week. The school nurse and the teacher must be aware of any special needs of students, such as allergies or problems with insect stings. The school should be informed if a student has any physical problems, allergies, seizures, etc. Please call the school and ask to talk to the nurse directly. You may also email the nurse with your concerns at nurse@stmarysparish.org.

Students who have been ill during the night or appear ill in the morning should be kept home. A student who has vomited or had diarrhea or a fever of 100.4 or higher in the past 24 hours is to be kept home. The student must be fever free without the use of a fever reducing drug for 24 hours. A student should come to school physically well and able to participate in class for the entire day. This includes recess and Physical Education class. *All students will be sent to recess and Physical Education class unless a note from a physician states otherwise.*

If there are any unusual circumstances which arise such as death of a family member, close friend or even a pet, marital problems, or other events which might or are significantly affecting your child(ren) please notify the principal and teachers as soon as possible as it may reflect on the school behavior/performance of the child(ren). We will make every effort to be sensitive to the situation and keep such circumstances in the strictest confidence if desired.

The Saint Mary School Nurse will screen any child for lice or nits at the request of his or her parent/guardian or if the child exhibits symptoms. Parents will be informed if lice or nits are found on their child, and will be encouraged to seek prompt and proper treatment. Children will not be excluded from school for lice or nits as advocated by the American Association of Pediatrics, the National Association of School Nurses and the Centers for Disease Control.

Medical Absence

Saint Mary School, like all other schools in the Commonwealth of Massachusetts, is subject to the laws of the state regarding education. In this case, the pertinent law is Regulation 5113 of the Commonwealth of Massachusetts, which is as follows:

A student who has been absent because of illness for five days or more is required to present a doctor's certificate attesting that the danger of conveying the illness has passed.

Parents should notify the school office (508-842-1601) before 8:00AM if their child/children will be absent. They should give the following information:

- name of caller
- student's name and grade
- reason for absence

On his/her return to school, the student must present a note to the homeroom teacher/school nurse. The phone call does ***not*** take the place of the written note or excuse.

Upon return to school after a communicable disease, the student should present a note signed by the physician in accordance with the regulations of the Shrewsbury Board of Health.

Medication

Medication is to be left at the health office and taken in the presence of the school nurse, Principal, or a person designated by the Principal. Teachers cannot administer medicine, prescription or non-prescription, under any circumstances.

Prescription medications cannot be administered to your child without a prescription form from your child's physician and a parent consent form. Non-prescription medication will be administered based on the information you provided on the Parental Consent Form sent home by the Nurses' Office.

- All medications, prescription and non-prescription, **are to be brought in by a parent to the health office.**
- All medications must be in the original bottle with child's name, name of the medication, the dose, and reason for taking, and time to be given. This includes **Advil, Tylenol, eye drops, cough drops, cough syrup and allergy medications.**
- No more than a 30-day supply of prescription medication is stored at school.
- No student is allowed to have any medication in their possession, including in their desk or backpack. All medication is dispensed through the Nurses' Office.
- No loose medication will be accepted in a baggie or plastic bag. This is unsafe.
- Parents are to pick up any medications from the Nurses' Office on the last day of school in June, or they will be disposed of.
- For children with asthma that use an inhaler, both an inhaler and prescription order must be in the office regardless of whether or not it is used on a regular basis.
- If your child is vomiting or has a fever, they need to be **picked up within a 1/2 hour of** the initial telephone call.
- If your child is ill or has a bloody nose at the end of the day and they go home by bus, they need to be picked up by a parent or the person on the emergency card.
- Notes concerning medications need to be sent to the health office and not the teacher.
- A parent may come to school to administer medication on a prearranged basis.
- The same medication authorization applies to medications administered during field trips.

Food Allergy Policy

Saint Mary School is an “**Allergy Aware School**” and recognizes that life threatening food allergies are a serious condition affecting many children. In order to minimize the risk of life-threatening reactions, Saint Mary School will maintain a school-wide procedure for addressing life threatening allergic reactions and will maintain an Allergy Action Plan for any student whose parent/guardian and physician have informed the school in writing that the student has a potentially life-threatening allergy.

Administration of Epinephrine

The school nurse or a school staff member trained by the school nurse in accordance with the Massachusetts Department of Public Health training program will administer epinephrine by auto-injection in a life-threatening situation under the following conditions:

- The student's physician has diagnosed a high risk of life-threatening allergic reaction and has provided the school with a medication order for epinephrine with indications for administration.
- The school has written authorization/consent from a parent/guardian to administer epinephrine and the Epi-pen auto-injection has been supplied to the school in the pharmacy labeled container.
- The school nurse will develop a written emergency plan for each student authorized to receive epinephrine. The emergency plan is located in the nurses' office if the student's classes are in the main building and in the classroom if the student is in kindergarten or preschool.
- For a child with no previous history of anaphylactic reaction, epinephrine will be administered when the school has a standing order from the school physician including protocol for administration on file in the clinic and the school has an Epi-pen auto injector specifically designated for this purpose.
- When epinephrine is administered, there will be immediate notification of the Emergency Medical Services (911), followed by the school nurse, student's parents or if the parents are not available, their designated emergency contacts, and the student's physician.

The school nurse will be responsible for notifying classroom teachers about the nature of the life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergens to avoid.

Teachers must be familiar with the students in their classes with allergies and respond to emergencies as per the emergency protocol. Information about students' food allergies will be kept in the classroom and in the substitute emergency folder, accessible by teachers, substitutes, or other responsible adults. All teachers, aides, and substitutes will be educated about the risk of food allergies.

SNACK BREAK: As an extension of our policy, we have refined our snack food policy to reflect the fact that morning snack is sometimes eaten in the classroom and not in the cafeteria or outside. **In ALL CLASSROOMS, food items brought from home for morning snack must be free from peanuts and tree nuts.** This policy does **not** apply to lunches brought from home which may include nuts since lunch is eaten in the cafeteria, and there are procedures in place at lunch for those students with food allergies. **On parties and special occasions, we ask that any snack sent into school be store-bought and peanut/tree nut free, and the label must be sent to the teacher and the nurse at least 24 hours in advance.**

Parents of a student with food allergies are strongly encouraged to provide a safe snack box that will be kept in the classroom. Sharing and trading foods by students is prohibited.

In the lunchroom, a "Safe Zone" table will be established and maintained for all students with life-threatening food allergies. If you do not want your child to sit at this table, you must notify the school nurse in writing.

Physical Exams

Massachusetts State School Immunization Law, MGL Chapter 76, Section 15 and Saint Mary School require all new students, regardless of grade level, to have a copy of a recent physical examination and immunization record on file before entering school. Children who are not in compliance will be excluded from school until Saint Mary receives the proper documentation of immunization. The record must show immunization against diphtheria, pertussis, tetanus, measles, mumps, rubella, hepatitis B, varicella, poliomyelitis and other communicable diseases as specified by the Department of Public Health. A medical exemption is allowed if the student's health care provider submits documentation to St. Mary that an immunization is medically contraindicated.

A religious exemption is allowed in the absence of an emergency or epidemic of disease declared by the Department of Public Health, if a student's parent/guardian **and** religious leader states in writing that vaccination or immunization conflicts with his/her sincere religious beliefs.

All present students entering grades 4 and 7 must submit a copy of a recent physical and immunization record. These records must be on file on or before September 15.

All students will have their weight and height measured, and have a visual and audiological examination yearly. The students in grades 5 through 8 will have postural screening each year. This will be recorded on their permanent health record.

All students participating in team sports must have a physical examination prior to the practice of that sport. The doctor's certificate must be on file in the Nurse's Office.

In compliance with MA General Law Chapter 111 Section 222 regarding athletic head injury safety, signatures of both parents/guardians and athletes are required to acknowledge their responsibility to provide the school/coaches with “information relative to any sports head injury history at the start of each sports season.” Because of this law, parents/guardians and students who plan to participate in any athletic program at Saint Mary School must take a free online course to educate themselves about sports-related head injuries and concussions. The link to the video and form will be provided with the athletic registrations.

HOLIDAYS

Legal holidays are school holidays.

HOMEWORK ASSIGNMENTS

- 1) We encourage parents to discuss their children’s homework with them.
- 2) Be informed: check your child’s assignment book (gr. 3-8) and the homework website regularly.
- 3) Reading is considered homework and should be a daily activity.
- 4) Homework includes both short-term and long-term assignments.
- 5) If a student encounters trouble completing assignments, they should contact the assigning teacher.

Both written and study homework will be assigned dependent upon the grade of your child. The school provides all students in Grades 3 through 8 with an assignment book for homework. Parents are encouraged to communicate with their children about assignments. Although written homework may not be assigned daily, it is essential that all students engage in reading and study homework on a daily basis. Homework includes both short- and long-term assignments.

Homework is a necessity. Assignments are given in order to ensure independent mastery of subject matter taught in class and to provide enrichment. Students who are experiencing difficulty either completing homework **independently** or completing homework in a timely manner should inform their teacher.

The following is a guide for the amount of time an **average** student will spend on homework each day. We recognize that each student may spend more or less time on homework. Please contact the classroom teacher with concerns if your child is taking significantly more than the average time.

Kindergarten	10-15 minutes (beginning in January)
Grade 1	10 – 20 minutes
Grade 2	20 – 30 minutes
Grades 3 and 4	30 – 60 minutes
Grades 5 and 6	60 – 90 minutes

When you are absent and you would like your homework, refer to the absence section of the handbook and follow the procedure.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

IMAGE USE POLICY

Saint Mary School, from time to time, may use a student's image (either a photograph, video, or sound recording) for educational or advertising purposes. Examples of this are:

- School projects
- Promotional video
- School web site
- School and Parish newsletters
- Community and Local newspapers
- Catholic Free Press
- Local cable

1. Saint Mary School promises to adhere to the following rules, with respect to students' images:
2. Saint Mary will not associate any identifying information (name, etc.) with a student's image in mass media (e.g., school web site, commercial television).
3. Saint Mary may associate identifying information (name, etc.) with a student's image in local media (e.g., community and local newspapers, Catholic Free Press, School and Parish newsletters).
4. Saint Mary will not use a student's image for any profit - making enterprise.
5. Saint Mary will not use a student's image for any political advertising.
6. Saint Mary will not give or sell a student's image to other organizations; exclusively St. Mary Parish will retain the image copyright.

In the event that Saint Mary wishes to use a student's image outside of the above restrictions, the school must contact the child's parent or guardian and obtain prior permission.

If you do not wish your child's image to be used as outlined above, please be sure to check the appropriate box on the Photo/Video Release Form that will be distributed to each family at the beginning of the school year.

LIBRARY/MEDIA CENTER

The school library exists for the use of students in order to provide for their personal intellectual growth and to promote an interest in and an appreciation of the library's materials.

Students have the ability to conduct research using printed materials, electronic encyclopedias, and have access to the World Wide Web.

Each class has a scheduled weekly period in the library. We aim to motivate students to gain self-sufficiency in the use of library facilities.

LITURGIES

Masses for the entire student body are held monthly throughout the school year. Special liturgies or prayer services are celebrated within our School on a monthly basis, as well as the occasions listed below:

Opening of School	September
All Saints	November
Thanksgiving	November
Immaculate Conception	December
Christmas	December
Catholic Schools Week	January or February
Ash Wednesday	February or March
May Crowning	May
Ascension Thursday	May
Closing of School	June

MONEY

All money collected for various activities or projects should be brought to school in an envelope or zip lock bag appropriately marked with the **child's name, grade, date, amount**, and the purpose of the money (e.g., lunch money, picture money).

PARENT NOTIFICATION

Parents/guardians will be notified of an emergency or unusual situation via our Parent Alert system. Saint Mary School subscribes to Parent Alert to ensure that parents/guardians are notified as promptly and accurately as possible by phone or email. Parents/guardians are required to complete and return the contact information form for Parent Alert which is given out in June. In order for the system to work effectively, parents/guardians must keep all contact information up-to-date throughout the year.

Monday Weekly Update and Wednesday Announcements

Communication between parents and school is recognized by the faculty as very important to ensuring smooth and congenial operation of the school. The system employed by Saint Mary School is a weekly update from the Administration and a weekly online announcement system. Both are posted on the school website and an email reminder is sent to parents via Parent Alert. The purpose of the system is to provide parents:

- reports from individual classes on class happenings
- pertinent general school news and dates of upcoming events
- fliers relating to varied activities
- **most importantly, a means of communicating with the school office**

Parent Conferences

Teachers of Grades K through 8 schedule parent conferences at the time of the distribution of the first report cards of the school year. Grades K-8 pupils will receive report cards three times a year: December, March and June. Progress Reports in grades 4 thru 8 are available online mid trimester and a hard copy summary will also be sent home. Parents will be notified when they are available to be viewed on the RenWeb website.

Parents who wish to have a conference with a teacher at any other time are encouraged to request one. Parents are asked to either call the school to make an appointment with the teacher or send an email to the appropriate teacher. Teacher email addresses are found on the school website.

Parents/Non-Custodial

Saint Mary School abides by the provisions of Massachusetts General Laws Ch.71, Sec 34H with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-oriented information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the principal with a court certified copy of the court order. Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing. This information must be kept current.

PARENTS' ASSOCIATION

Saint Mary School is very fortunate to have an active and interested Parents' Association. Every family is extended an invitation to join and become active participants in its many and varied activities.

Sunday Coffee

Saint Mary School is a parish school supported over many years by parishioners who have sent their children to our school and those parishioners who support Catholic education. As a parish school our school families participate in service to our parish by offering Sunday coffee in the hall after Sunday Masses.

The Parents' Association coordinates this service project for the parish in the spirit of giving back. **It is every family's responsibility to serve Sunday coffee at your chosen scheduled time, regardless of other volunteer responsibilities you may have at Saint Mary School. At the beginning of each school year parents/guardians are required to agree in writing their understanding of this obligation. If you are unable to fulfill your obligation, it will be your responsibility to find a replacement family and to fulfill your obligation at another time.**

PERMANENT RECORDS

Health and academic records are kept on file in the school office for each child attending the school. These records are confidential and are submitted when lawfully requested.

PHONE CALLS

Emergency phone calls, with the teacher's permission, may be made by the students at the **School Office only**.

The school number is **508-842-1601**. This is the **only** number to be used for school matters.

When you find it necessary to telephone your child at the school, the message will be relayed to him/her. This should be done only in emergency situations. If possible, please give all the instructions to your child before he/she leaves in the morning. Unless there is an emergency, we do not call teachers to the telephone during the school day from 8:00 AM to 2:30. You may reach teachers by leaving a message during the day. All phone messages will be sent to teacher's phone mailbox. *Please do not disturb teachers on their private phone numbers.*

No student will be called to the phone during class time unless for a **dire emergency**. **Do not call the school office for homework assignments.** You should refer to Google Classroom or contact the teacher directly via email. Your child's safety is our great concern. Since we have no certainty of the source of the call, parents should make all arrangements about dismissal or after-school plans before the child comes to school each day.

Last minute calls at dismissal time (2:00PM – 2:30PM), either incoming or outgoing, present many problems. This is one of the very busy times of the day. For this reason, we ask that all dismissal changes and requests for messages be done by 2:00PM.

PHYSICAL EDUCATION

Physical fitness is a part of Catholic Education that is basic in the interest of the person, school and nation. Each student, unless excused by a physician or other competent authority, must participate in the school's physical fitness program.

Any student not taking physical education must have a doctor's certificate stating this. A release must be signed by the doctor before that student may return to the gym class.

Students have one P.E. period a week. Students are responsible for wearing their gym clothes on the day designated for their Physical Education Class. No student may attend P.E. class without proper attire.

RELIGION

Since our school's main reason for existence is Christian formation and the teaching of the Catholic faith, the study of religion is mandatory. All students are required to attend religion classes and all Masses and prayer services.

The sacraments of First Eucharist and Reconciliation are celebrated within your parish, not at school. It is the parent's responsibility to call and register their child for the sacramental programs in your parish.

SCHOOL CANCELLATION

Saint Mary School coincides with Shrewsbury Public Schools in weather-related school cancellations and delays. **Parents will be notified by Parent Alert so it is important that your contact information is up-to-date.** You may also watch the TV stations for school closures. If you do not see or hear that Shrewsbury schools are cancelled, then there will be school. In the event of a one-hour delay students may be dropped off at 8:40AM. In the event of a two-hour delay students may be dropped off at 9:40AM. ***Please do not call the School or Pastoral Center.***

SCHOOL DAY

The school is responsible for the students from 7:40AM until 2:40PM. There is no one available at the school to take responsibility for your child (ren) either before or after these times with the exception of specific, organized activities, or if special arrangements have been made with the administration. There is an afterschool program available for children in grades K-8 for an additional fee.

Arrival

The arrival and dismissal of students presents a potentially dangerous situation. We take every precaution to safeguard your child(ren). However, there is considerable traffic during pick up and drop off times. Our safeguards are dependent to a significant extent upon your cooperation with the rules below. **PLEASE** read them carefully and obey them.

- The traffic flow in the parking lot is one-way.
- Private cars arriving to drop off children must enter the parking lot nearest the main school building.
- Private cars leaving the parking lot must exit using the access farthest from the main school building.
- **Do not** back-up your car when dropping off students.
- Please do not socialize while dropping off students.
- Please refrain from using your cell phone during drop off.
- All vehicles should come to a complete stop behind school buses when students are disembarking at the Kindergarten building. **Do not pass a stopped school bus in the parking lot under any circumstances.**

The school bells ring at 7:40AM signaling the time a teacher is on duty for student drop off. Do not let your children begin to enter the building until an administrator is on duty in the parking lot. Parents who drop off their children in the morning are asked to make every effort to arrive before 7:50AM. **Students arriving after 8:00AM are considered tardy.**

Dismissal

Afternoon pick-up is at 2:30PM. We would greatly appreciate your cooperation in **promptly** picking up your child(ren) at 2:30PM.

Any change in afternoon transportation needs to be communicated to us through a note, phone call or email. In addition, if someone other than a parent is picking up the student, we need to be notified in writing or by phone or email. For the safety of all our students, please be sure there is adequate time before dismissal for us to notify teachers and students of these changes.

Students who walk home leave first, followed by bus riders, and then by students being picked up by parents. Parents picking up children in Grades 1-4 must get out of their car and come to the side of the building and wait in front of the cones. Older siblings are **NOT** permitted to walk younger siblings to their car at dismissal time. Parents of Kindergarten children are to pick up the children at the Kindergarten.

If a student is not picked up on time, they will be dismissed to the After School Program at 2:45PM. **An After School fee will be charged to the parents. It will be a minimum of \$5.00.**

Students who are dismissed are welcome to play in the lot and on the playground under the supervision of their parents until 3:15PM. After this time, the lot and playground are needed for the After School Program.

Morning Recess

The students in Grades K through 3 have recess each morning at which time snacks may be eaten. Students in grades 4-8 have a designated 10-minute snack time during class.

STUDENT EVALUATIONS

Report Cards

The main purpose of report card is to update parents on the progress their child is making in school. Report cards are issued three times a year: December, March and June. Progress reports will be available halfway through the trimester for all students in grades 4-8. Parents' will be notified when the reports may be viewed online.

Final Examinations

Final Examinations for Grades 5 through 8 are a routine part of our student evaluation procedures. All students are provided adequate notification of the timing of such examinations, should anticipate their arrival, and plan their studying accordingly.

Promotion

Students must complete all academic requirements satisfactorily. It is essential that parents complete financial responsibilities in full, prior to closing exercises in June.

Homework

Homework (written and studied), **classwork** (participation, attention as well as board work and seatwork), **written tests, reports, projects, and essays** are all added into the final report grade. In special circumstances, an Incomplete may appear on the report card due to all assignments not being completed in a timely manner.

Upper School Principals Honor Roll

Students in grades five through eight will be placed on the Principals Honor Roll if they maintain an average of 85 percent or above for the trimester in all classes that have a numerical grade.

TECHNOLOGY - ACCEPTABLE USE POLICIES

The students at Saint Mary School will be using the Internet and E-mail as needed to supplement their classroom curriculum. There is much useful information, but also many potential dangers in Cyberspace. In the following sections you will find St. Mary

School AUP (Acceptable Use Policy). There is one for grades K-3 and another for grades 4- 8. These documents contain rules that all students must follow in order to use our computers at Saint Mary School. These rules help to protect your children and our school from these dangers. Also included is a copy of the United States Federal Laws concerning proper computer usage. **Any child who does not complete the Student Technology Agreement will not be allowed to use the school computers until it is returned to the school. This form will be sent home on the first day of school.**

Any student who misuses the computers, the Internet or E-mail, will lose his/her computer privileges. Other measures will be taken, as necessary, to assure the safety of our children on our computers.

Acceptable Use Policy Grades K-3 **Saint Mary School**

Students in grades K-3 will be using computers and the Internet under the direct supervision of the teachers or other adults. The students will use web sites bookmarked by the teachers. They will never be performing searches on the Internet unless they are using a search engine designed specifically for children that is approved by our Technology Team.

I understand that I may use the computers at school, under the direction of my teacher, if I follow these **rules**:

- I am responsible for using the computers in an appropriate way. I may use the computers for research, to communicate with others, and to do assignments from my teachers.
- I am **ONLY** allowed to use Internet Web sites as directed by my teachers.
- I can **ONLY** use teacher approved search engines.
- I am **NEVER** allowed to visit a web site address without specific approval from my teachers.
- I am **NEVER** allowed to use **ANY** e-mail account ever unless specifically directed by my teachers.
- It's against the law to send certain things over school networks. I will not send copyrighted, threatening or obscene material over school networks.
- I will never harm or destroy desktop and laptop computers or harm or destroy the work of another person on our school system or any other system. I will never look at or change the work of another person.

I know that the inappropriate use of our computers can break school rules and sometimes even break the law.

Plagiarism

Plagiarism is using someone else's ideas as your own. If you use an idea or information from an Internet web site or electronic encyclopedia, you need to properly credit that web site or resource.

When I am using school computers, I will always:

- **BE POLITE:**

I will never send, or tell others to send, abusive messages.

- **USE APPROPRIATE LANGUAGE:**

I will never swear or use any other inappropriate language, or threaten or humiliate others.

- **RESPECT PRIVACY:**

I will not tell my home address, phone number, names of or addresses of family members, or the addresses or phone numbers of other students.

- **AVOID DISRUPTIONS:**

I will not use the network in any way that would disrupt the use of the network by others.

- **BE HONEST:**

I will not send anonymous messages or represent a message to have written by someone else. I will always sign all messages I send with my name and e-mail address.

Acceptable Use Policy Grades 4-8

Saint Mary School

Introduction

On the school network and on the Internet, you may participate in a variety of activities that support learning. With access to other networks and people around the world, you might have access to information that may not be appropriate. St. Mary School has taken measures to prevent access to inappropriate information. However, we cannot control all the information available on the Internet. The school is not responsible for other people's actions or the quality and content of information available through this service. We trust our students to know what is appropriate and inappropriate.

The following guidelines are intended to help you use the computers and other devices in our network appropriately. If you do not follow our policies listed here, your privilege of using any of the computers and devices at Saint Mary School will be withdrawn.

User Agreement

The use of our school computers must be in support of education, research, and the educational goals and objectives of Saint Mary School. You are personally responsible for this provision at all times when using the school's computers and devices.

- You are **ONLY** allowed to use Internet Web sites as directed by your teachers.
- You can **ONLY** use teacher approved search engines. You are **NEVER** allowed to visit a web site address without specific approval from your teachers.
- You are **NEVER** allowed to use **ANY** e-mail account ever unless specifically directed by your teachers.
- The use of another organization's networks or computing resources must comply with the rules appropriate to that network.
- Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret.

Be familiar with these rules and how to use the Internet before getting on-line. If you have any questions about these rules, please ask your teacher and your parents so you can understand. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws. Please see the following sheet for a list of United States Federal Laws.

Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to:

- **BE POLITE:** Never send or encourage others to send abusive messages.
- **USE APPROPRIATE LANGUAGE:** You are a representative of your school on a public system. Never swear, use vulgarities, or any other inappropriate language.
- **RESPECT PRIVACY:** Do not reveal your home address, phone number, names or addresses of family members, or the addresses or phone numbers of other students.
- **AVOID DISRUPTIONS:** Do not use the network in any way that would disrupt the use of the network by others.
- **REPRESENTATION:** Do not send anonymous messages or represent a message to have been written by another. All correspondence should be clearly identifiable as to its originator.

Plagiarism

Plagiarism is using someone else's ideas as your own. If you use an idea or information from an Internet web site or electronic encyclopedia, you need to properly credit that web site or resource.

Security

If you identify a security problem in our school network, notify your teacher at once. Never demonstrate the problem to other users. Never look at or change another person's work. Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.

Vandalism

Vandalism is defined as any malicious attempt to physically deface, disable, or destroy desktop or laptop computers, peripherals, or other network hardware or to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the creation or transmission of computer viruses. Any vandalism will result in loss of computer privileges, disciplinary action, or possible legal referral.

United States Federal Laws

1. **Copyright Violations** - Academic exceptions apply solely to properly cited references and displays within academic papers only.

Software piracy - selling, copying or distributing illegally. If you buy one program it should be loaded onto only one hard-drive. If you didn't buy the program, then it shouldn't be on your hard-drive.

Plagiarism - using other's ideas as your own. If you use someone else's idea, you need to properly credit that person. You should also have the original author's permission to share the idea, if the idea has not already been shared publicly.

Images - it is illegal to copy another work of art without express permission from the original creator. It is also illegal to use another artist's work as the starting image for your own creations

2. **Libel Laws** - Publicly defaming people is illegal, especially when what is said is either untrue or unsubstantiated. You could be held accountable in a court of law for violating libel laws. It is also possible that the school could be sued for your actions. Several computer providers are currently defending themselves because of users who have publicly defamed other people and institutions.

3. **Hacking** - is logging into a computer system where you are not invited. Generally, this involves disabling parts of the security system. Some hackers are destructive, they disable the computer system. Some hackers are also thieves; they steal money or services from computer systems.

4. **Computer Stalking** - is continually sending uninvited or threatening messages after you have been asked not to send these messages. Stalking also includes using computers & computerized information to find and visit a person when you are not invited.

5. **Sexually Explicit Materials** - may not be sold, distributed, transmitted or otherwise made available via the Internet. As is this law prohibits serious discussion of sexuality and sexual issues. Even in private e-mail messages.

You could be held accountable in a court of law for violating any of these laws. The school condemns all such activity and any violation of these laws is a major violation of the school rules.

THREATS/VIOLENT ACTS/BULLYING

A student whom the school reasonably believes may pose a risk of acting out in a threatening or violent manner may be monitored. If appropriate, the student's

parent/guardian will be notified and advised to seek professional counseling for their child. The Principal and Administrative Team may meet with teacher(s) on a regular basis concerning the student. If the School believes it appropriate under all the circumstances of a particular case, the school may require the parent/guardian, as a condition of the student's continued education at Saint Mary School, to sign a release authorizing and requiring the student's counselor and/or psychologist and the School to share with one another such information as the School believes necessary or advisable to protect and advance the best interests of the student and/or the other members of the Saint Mary community.

Saint Mary School, in coordination with the Diocese of Worcester, has established a policy to comply with the Massachusetts Law. A copy of the policy is on file in the Principal's office, as well as on the website and at the end of this handbook. Bullying is not tolerated and the school will continue to address all incidents brought to our attention.

Violent acts, verbal or physical threats of any kind will not be tolerated. Our goals are a safe environment for all children and the proper care of the student involved. We shall follow the procedures listed below if a threat or violent act should occur.

- Principal/Administrative Team will investigate the alleged incident.
- Parents/Guardians will be notified.
- Principal informs the Pastor.
- If the incident is substantiated, the student is given suspension, or expulsion.
- Principal, with the school team, determines the length of suspension or possible expulsion.
- If necessary, or advisable, a psychological evaluation is required to determine if a student may return to school.
- Qualified personnel will facilitate discussion with students of the class or classes.
- Police Department is contacted, if appropriate.
- Criminal procedures will be sought at the determination of the Police working with the school team, if appropriate.

TUITION

The Saint Mary School Advisory Board, in conjunction with the Pastor and Principal, annually set the School's budget and corresponding tuition and fees. Great effort is made to keep Saint Mary educational offerings at a reasonable and affordable rate for families.

New students registering to enter the school must pay a new student registration fee of \$120 for all grades. This fee is due when the child applies for admission to Saint Mary, typically during Catholic Schools Week (the last Sunday in January of the year they enter Saint Mary School). The new student registration fee is non-refundable. New

applicants to Saint Mary School must also pay the book fee when they apply. If, for some reason, there is not a place for the student, then the book fee will be refunded. Once a spot has been offered, the book fee is non-refundable.

Returning students guarantee a place in the school with the payment of their book fee if their tuition payments are current. For returning students, the book fee is due with re-registration and is non-refundable. If the book fee is not paid by March 1st, there is no guarantee that there will be a seat available for your child in the fall.

Multiple Student Discount

There is a Multiple Student Discount for families with more than one child currently enrolled in the School. The discount will be applied as follows:

First Child	100% Tuition
Second Child	95% Tuition
Third Child	90% Tuition
Fourth Child or more	85% Tuition

Tuition Aid

Tuition aid is available for those families needing assistance through funds made available from the Diocesan Grant-in-aid Program, Annual Appeal for Catholic Schools, the Parents' Association, and private donations. A diocesan financial aid form must be filled out to be eligible for any tuition aid and deadlines established by the Diocese must be adhered to. Requests for aid can be made through the Principal and/or Pastor and are kept strictly confidential.

Parish Subsidy

Families who are registered and active members of Saint Mary or another diocesan parish, and who maintain a good standing status as evidenced by their parish participation and/or contributions may be eligible to receive parish subsidy. Saint Mary Parish subsidy is up to \$300 per student (if you are out of parish, please contact your own parish to verify exactly what they will pay as the subsidy amount may be different). Saint Mary School will bill your parish for the subsidy amount and will credit your family's tuition account after such payment is received.

Tuition Billing

Tuition will be billed to families in full with tuition reimbursements for Parish Subsidy credited to a family's tuition account when approved.

Tuition Payment Plans

Families will be able to pay their tuition in one of four ways (Note: Plans 2 through 4 are administered through the FACTS Management Company, which authorizes the bank to make an automatic payment from your bank account to them):

- Plan 1- Payment in full by July 1st. This payment is made directly to the school and entitles you to a 2% tuition discount. Payments made after July 1st are considered late and the 2% discount will be forfeited.**
- Plan 2- Two-payment option with payments through FACTS due on June 5th or 20th and December 5th or 20th**
- Plan 3- Four quarterly payments through FACTS due on the 5th or 20th of June, September, December and March**
- Plan 4- Ten monthly payments through FACTS beginning in June. Payments can be made on either the 5th or 20th each month**

Tuition Summary

Thus, your total tuition bill is determined based on whether you are a registered and active member of Saint Mary Parish or another parish, the number of children you have attending the school in a given year, and the payment plan you choose. A letter of explanation is given to all families before they re-register for school. The letter will show the actual tuition amounts for the year, for each combination of factors.

Partial Year Attendance

Students who enter Saint Mary School after the school year has begun must pay the entire new student registration and book fees, but only a part of the tuition. The amount of tuition to be paid by a student during their first year depends on the month in which they start, as follows:

<u>Starting Month</u>	<u>Amount of Tuition Due</u>
September	100%
October	100%
November	90%
December	80%
January	70%
February	60%

March 50%

Students who leave Saint Mary School after the school year has begun will receive a partial refund of their tuition, but no refund of other fees. The amount of tuition to be refunded to a student who leaves during the year depends on the month in which they leave, as follows:

<u>Month Student Leaves</u>	<u>Amount of Tuition Refunded</u>
First day of school	70%
October 10	60%
November 10	50%
December 10	40%
After December 10th	None

Refunds will be sent out within 30 days after the student withdrawal.

Force Majeure. The School's duties and obligations under the Tuition Contract shall be suspended immediately without notice during all periods that the School building is closed because of force majeure events including, but not limited to, any fire, act of God, weather disaster, war, governmental action, act of terrorism, epidemic, pandemic or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen. In the event that the School is closed for a period of time or cannot re-open due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.

Delinquent Tuition Accounts

If required tuition payments (based upon the tuition payment program selected) are not made by their due date, and if ***no other arrangements have been made*** with the Pastor of Saint Mary Parish or the Principal of Saint Mary School, then the tuition account is said to be "delinquent". The School reserves the right to request payment in cash or certified check when payment is being made on a delinquent account and/or if the School receives a personal check that does not clear the bank. In addition, a student with a delinquent tuition account may not be entitled to continue classes.

If the tuition account for a student is delinquent at the time of annual re-registration then that student will ***not be allowed to register*** for the coming school year. For students in grades K through 7, this means that the space that would have been reserved for the student with the delinquent tuition account will not be reserved, and may be given to an incoming new student. For students in grade 8, a delinquent tuition will result in

withholding student from participating in final exams as well as holding the student's records.

If the parents of a student whose tuition account is delinquent finish making the required payments, **or make other arrangements** with the Pastor or the Principal by the end of the school year, and if that student's place has not already been lost, then that student may re-register for the coming year. If the parents of a student whose tuition account is delinquent **do not** finish making the required payments, **and do not make other arrangements** with the Pastor or the Principal by the end of the school year, then that student will not be allowed to re-enter Saint. Mary School. In addition, the delinquent tuition account may be turned over to a professional collection agency.

VISITORS

Appointments to visit the school should be made with the Principal.

According to state law, anyone entering the school building must report to the office before going elsewhere in the building. They will receive a visitor badge. Each person is expected to sign in on arrival and sign out as they leave. For purposes of this policy, a visitor is anyone who is not a Saint Mary School student or employee. Parents and/or visitors are **not** allowed to go to the classrooms while class is in session, without previously having made arrangements with the classroom teacher. We ask the parents **not to wait outside the classroom door** when a teacher is busy with his/her class. Any materials, including lunches that need to be dropped off should go through the office.

Entrance to the School

The school doors are locked for the safety of all during the school day. Though one can exit, you will not be able to enter the school building except via the Main Office entrance.

WEAPONS

If any device which may be considered a weapon under this policy is distributed by a teacher, for use in the classroom, then no student receiving such a device shall be charged with an offense, provided the device remains in the classroom and provided the device is only used for the classroom purpose.

A student shall not possess, use or attempt to use, any weapon on school premises or at a school-related activity, including, but not limited to, travel to and from the activity. In order to protect the students of the Catholic Schools of the Diocese of Worcester, any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife (regardless of the size of the knife) may be subject to expulsion from the school by recommendation of the principal.

For the purposes of this policy, a dangerous "weapon" includes, but is not limited to, a gun, knife, sling shot, blow gun, blackjack, metallic knuckles including a ring intended to be worn on more than one finger ("fused rings") or knuckles or any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of a rope, chain, wire or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar materials weighted with metal or other substance and worn on the hand or a manikigusari or similar length of chain having weighted ends. Any other device or object used or attempted to be used to inflict bodily harm on a person may be considered a weapon.