



St. Mary School

**16 Summer Street
Shrewsbury, MA 01545
(508) 842-1601
www.stmarysparish.org**

“Providing The Tools To Build Faith and Knowledge”



St. Mary's Parish, Shrewsbury, Massachusetts

Parent/Student Handbook

August 10, 2011

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

The Parent/Student Handbook reflects the policies of St. Mary School for the 2010/2011 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Mary School during the 2010/2011 school year.

The faculty and staff of your 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 promote the good work God's has begun in the children

*Joan T. Barry
Principal*

*James T. Ferdella
Assistant Principal*

Parent/Student Handbook

*Prepared by the Faculty
and School Advisory Board of St. Mary School
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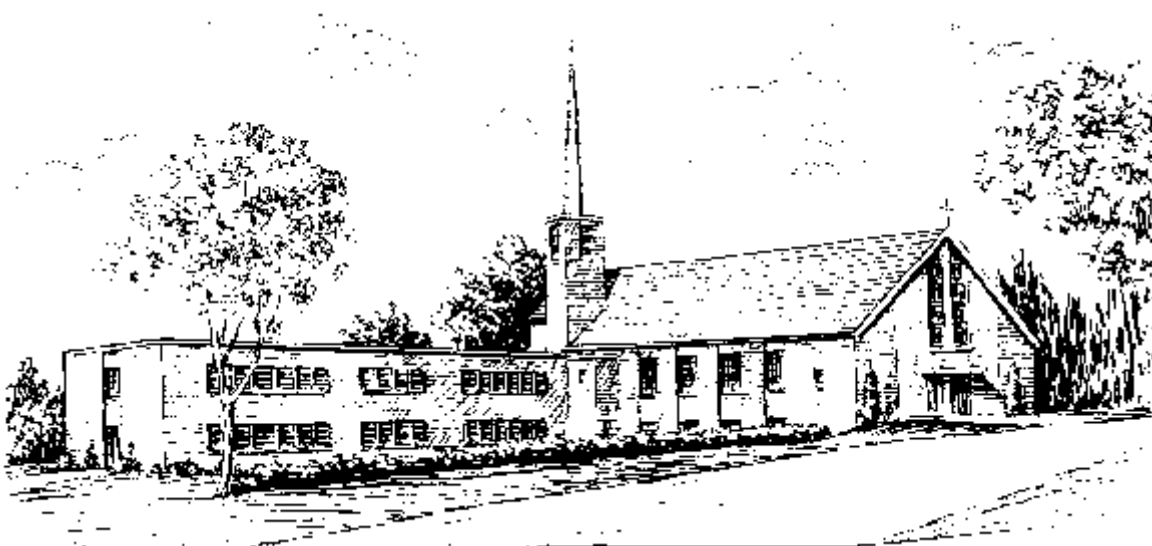
INTRODUCTION

PARISH MISSION STATEMENT

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 alike the policies and procedures followed at St. 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, St. Mary School faculty 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 child (ren).

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. Doing this prevents tensions and hard feelings from developing.

PARENTS AS PARTNERS

We, at St. 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 life physically, mentally, spiritually, emotionally, and psychologically.

Your choice of St. Mary School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church 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 St. Mary School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, 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 investigation 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.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

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 is capable of becoming. This partnership will help to insure a successful and productive school year.

SCHOOL MISSION STATEMENT

ST. MARY SCHOOL

Saint Mary School, Grades Preschool – 8, provides a
QUALITY EDUCATION in an atmosphere permeated in
RICH CATHOLIC TRADITION and
STRONG CHRISTIAN INTEGRITY.

Our students develop their UNIQUE GIFTS, work through
challenges by using CRITICAL THINKING SKILLS, and
seek answers through PRUDENT DECISION-MAKING.

We send forth graduates to function as
INTELLIGENT, MORAL LEADERS, in a constantly
CHANGING 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.

That 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 develop each child to 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 responsibility.
- d. To develop a respect and appreciation of all peoples, cultures, and religions.

POLICIES**ADMISSION AND REGISTRATION**

To apply for admission to St. 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 31. Children applying for grade 1 must be six years old on or before August 31. All new pupils must present birth, baptismal, 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 during Catholic School Week in late January. Churches of neighboring parishes will include the date in their announcements. Re-registration will be completed by February vacation. All application forms may be found on the website. Create a link to web

St. Mary does not discriminate on the basis of race, gender, 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. St. Mary School will aid in the teaching of your child, but the school can't do its job if your child is absent. A child who misses a day of school misses a day of learning that might never be replaced. 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 see that school is important.

Absence

St. 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 **8:30 AM** if their child/children will be absent. They should give the following information:

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

Please do not use email to notify the school of a child's absence or early dismissal. A phone call to the school or a note sent to the homeroom teacher is required

Make-up work is the student's responsibility. A homework "buddy" system with one of your child's friends should be employed. 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 9:00 AM 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 8:00 to 8:30 AM i or 3:00 to 3:30PM . Dismissal is a very busy time Make-up work is the student's responsibility. The homework buddy may also be asked to pick up the assignments. **Do not call the school office for makeup work.***

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 work is not done by the required time, credit will not be given.

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 may release a student only to a parent or authorized person who must come to the school office and sign the child out. Students will be called to the office for dismissal. Adults **may not enter the classroom to pick up the child.**

Routine medical or dental care, shopping trips, and similar activities are **not** just cause to miss school. Because of the difficulty of securing appointments with medical and dental specialists, these appointments will be honored by submitting a written request signed by a parent or guardian on the morning of the requested dismissal.

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 8:00 A.M.**

If a student is marked tardy 3 times a detention slip will be given and served the following day. 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' 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 Recess time may be used to make up the missed work, Teachers will notify parents if the student is using 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. If it is to be successful, discipline must be based upon and exercised with an unconditional Christian love. 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 place limits on himself/herself, and experience the freedom of being in control of his/her own behavior.

St. 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
- Only clear or pale pink nail polish is allowed and no large no hoop earrings' for the girls.
- 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.

Common Courtesy

Throughout St. 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, radios, dolls, walkmans, cell phones, beepers, etc. to school is not permitted unless specifically requested by a faculty member.

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

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 will **automatically** be entered for all examinations, quizzes, etc. in which dishonesty is found.

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 detention.
- Students raise their hands to request permission to leave their seats during lunch.
- Students leave clean dining tables and floor areas around the tables.

Obedience

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 and at recess. No deliberate acts of aggression or intimidation of others will be tolerated.

With the permission of the teacher, food and drink may be allowed in the classroom.

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 without permission of a teacher.
- No student is to return to the classroom during the recess period without a teacher's permission.

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 slides 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 assigned duties; students 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 summary of the policy as mandated by the Shrewsbury School Committee:

Shrewsbury Public Schools

Transportation

Procedures and Regulations

Revised February 2006

BUS ELIGIBILITY GUIDLINES

Shrewsbury Public Schools provides school bus transportation in accordance with the Massachusetts School Transportation statute which states that any child in grades K-6 residing 2.0 miles or more from the assigned school will receive free transportation.

Transportation for any child in grades K-6 residing less than 2.0 miles from the assigned school and all students in grades 7-12 requesting transportation regardless of distance will be required to pay a fee.

All students requesting school bus transportation must apply and register for a bus pass. The deadline for registration, application and payment if necessary is June 15th. Routing is created based upon information received by June 15th. Registrations and

applications received after June 15th are subject to a late fee. They will be processed based on space availability and if payment and late fee are received in full.

Bus passes must be presented upon entering the bus or when asked by school or bus personnel. **Bus passes may be revoked for disciplinary reasons.**

**NO REFUNDS will be issued unless student unenrolls
prior to the start of the school year.**

Bus Accidents

In the event of an accident, the bus contractor will immediately notify the Transportation Coordinator for the School Department. If necessary, dependent upon the severity of an accident, police and emergency personnel will be called. School Department personnel will then notify all parents or emergency contacts.

Service Inquiries or Complaints

Inquiries and/or complaints about school transportation service should be directed to the district's Transportation Coordinator at 841-8408. Parents should not call the bus contractor directly.

Early Dismissals

On occasion, the school district may release students from school prior to the regular release time due to inclement weather or a facility emergency. While the district philosophy is that high school students may be released early, every effort is made to avoid situations when middle school or elementary students would arrive home prior to their normal arrival time. This is done to insure that parent/adult supervision is in place for this age group of students.

If the situation warrants evacuation of a school building prior to normal release time, the school district may evacuate students to a designated emergency evacuation site until the appropriate time to bus students home.

Missing Child

Whenever a child is missing (i.e. not returning home after an attended day at school) the Central Office is typically notified by the school the child attends and/or parent or guardian. Following notification to the Transportation Coordinator, Superintendent, or the Director of Business Services, the following protocol will be followed:

Notify the Police Department.

Notify the School Principal. He/she will contact the student's teacher(s) and have the school building and grounds searched.

Notify the bus contractor and have the student's bus searched. The driver will also be contacted for any information he/she can provide about transporting or dropping off the student.

Ask the parents to contact friends of their missing son/daughter. Most often a missing student is located at a friend's home within the first hour.

Once the student is located, notify all above parties that the child has been located and the search effort is concluded.

Route/Bus Stop Changes and Communication

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.

Parents may request, in an emergency, that their children be dropped at a different location while otherwise remaining on their assigned bus/route. This is done for emergencies only and not on a regular basis. Emergency changes must be made through written request from the parent to the school principal. The principal will then sign his/her approval, and either give it to the child or the driver to approve the request.

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. Prior to the beginning of the school year, all students will be mailed an information sheet that provides bus information for the upcoming school year. Information will include bus stop location(s), bus number(s), and approximate pick-up and drop-off times.

Snow/Emergency Cancellations

School cancellations and delays are determined by the Superintendent after a review of weather forecasts, a report on road conditions from the town's Highway Department, and conferring with other local area Superintendents.

Announcements of cancellations and delays are broadcast on major television stations Channels 4, 5, & 7, Radio stations WBZ AM 1030, WTAG AM 530, WSRS FM 96.1, WXLO 104.5 and the Town of Shrewsbury school website <http://www.shrewsbury-ma.gov/schools/index.asp>. You will also receive a Connect Ed message from the principal. Announcements are typically made by 5:45 a.m.

When a one-hour delay is called all school start times and bus schedules will run exactly one hour later. Although rare when a two-hour delay is called, all school start times and bus schedules will run exactly two hours later. In the afternoon, the normal bus schedule will be implemented.

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".

(Appendix B). These reports are sent to the student's school principal and the Transportation Coordinator. Principals will exercise judgment and discretion regarding appropriate consequences based upon the circumstances of the incident and the student(s) involved.

See "Bus Discipline Procedures and Consequences" (Appendix C)

APPENDIX B

Form #175

NATIONAL SCHOOL FORMS

TO REORDER CALL: 1-800-431-1201

BUS CONDUCT REPORT		STUDENT'S NAME _____		CLASS-GRADE _____
		DATE OF INCIDENT _____	<input type="checkbox"/> 1ST NOTICE <input type="checkbox"/> 2ND NOTICE <input type="checkbox"/> 3RD NOTICE	
BUS NO. _____		TRIP NO. _____	DRIVER'S NAME _____	
NOTICE TO PARENTS 1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus. 2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.				
DRIVER'S REPORT:				
<input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES	<input type="checkbox"/> EXCESSIVE MISCHIEF	<input type="checkbox"/> EATING-DRINKING-LITTERING		
<input type="checkbox"/> DESTRUCTION OF PROPERTY	<input type="checkbox"/> WRITING	<input type="checkbox"/> RUDE-DISOURTEOUS-ANNOYING		
<input type="checkbox"/> FIGHTING-PUSHING-TRIPPING	<input type="checkbox"/> SMOKING	<input type="checkbox"/> UNACCEPTABLE LANGUAGE		
<input type="checkbox"/> _____ _____ _____				
PRELIMINARY ACTION:		PRESENT ACTION AND RECOMMENDATIONS:		
<input type="checkbox"/> CHECKED STUDENT'S FOLDER		<input type="checkbox"/> STUDENT REGRETFUL, COOPERATIVE	<input type="checkbox"/> PLACED ON PROBATION	
<input type="checkbox"/> HELD CONFERENCE WITH STUDENT		<input type="checkbox"/> RECURRENCES WILL BE REPORTED	<input type="checkbox"/> SUSPENDED	
<input type="checkbox"/> CONSULTED COUNSELOR		<input type="checkbox"/> DENIED BUS PRIVILEGE UNTIL _____	<input type="checkbox"/> REFERRED TO: _____	
<input type="checkbox"/> TELEPHONED PARENT		<input type="checkbox"/> _____		
<input type="checkbox"/> _____		_____		
_____		_____		

Driver's Signature: _____ Administrator's Signature: _____ Date: _____

If a check is entered in this box, Parent please sign and return: _____

PARENTS' COPY - WHITE OFFICE COPY - BLUE TRANSPORTATION COPY - PINK DRIVER'S COPY - YELLOW



APPENDIX C

SHREWSBURY PUBLIC SCHOOLS
BUS DISCIPLINE PROCEDURES AND CONSEQUENCES

<p>Level 1</p>	
<p>Misbehaviors</p> <p>Misbehaviors that interfere with the orderly transportation of students. Some examples are:</p> <ul style="list-style-type: none"> • Talking too loudly • Failure to stay seated • Littering on the bus • Tampering with the possessions of other passengers 	<p>Consequences:</p> <p>The bus driver may address the misbehavior:</p> <ul style="list-style-type: none"> • Verbal warning • Assign seats
<p>Level 2</p>	
<p>Misbehaviors</p> <p>More severe misbehaviors that interfere with the orderly transportation of student. Some examples are:</p> <ul style="list-style-type: none"> • Annoying and/or bullying other passengers • Littering the bus - repeat offense • Use of profanity • Damage to the bus 	<p>Consequences</p> <p>The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. This action may include any or all of the following:</p> <ul style="list-style-type: none"> • Conference with principal or designee • Contact with parents • Assigned seats • Loss of bus privileges for up to five days • Suspension from school for up to five days
<p>Level 3</p>	

Misbehaviors	Consequences
<p>Behavior that endangers the safety of the driver or students and which impairs the driver's ability to drive safely. Some examples include:</p> <ul style="list-style-type: none">• Repeated occurrences of Level 1 or 2 behaviors• Refusal to remain in seats• Throwing objects, spitting, or spit balls• Distracting the driver• Refusal to obey driver• Fighting, including pushing and/or wrestling• Lighting matches/lighters• Possession of knives or other dangerous objects• Possession or use of tobacco, alcohol, drugs or controlled substances	<p>The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. At more severe levels, the superintendent or designee may be involved.</p> <ul style="list-style-type: none">• This action may include the following:• Loss of bus privileges for six to ten days• Suspension from school for six to ten days• Repeated incidents of Level 2 behavior may result in a child being permanently suspended from bus privileges.• Illegal activity will be referred to the Shrewsbury Police Department.

Procedures for reporting passenger misconduct

The bus driver will report misconduct occurring on the school bus to the appropriate personnel.

A School Bus Conduct Report will be completed and submitted to the bus company operations manager, who will then forward it to the appropriate school principal for action.

The principal or designee and the bus company will retain copies of the signed report. In some cases, students may report passenger misconduct. If so, the student should report the misconduct to her or his teacher.

Video/Audio Recording

The contract between the School Department and its contractor for school day transportation requires every bus to have a digital recorder. Four cameras in the district are activated each day. Cameras are used to monitor both student behavior and driver performance. The School Department may direct the operation of cameras as it sees fit. The video surveillance must be provided to the school system for a specific bus within 24 hours of request to the contractor.

Vocational & Private School Transportation

Transportation for Shrewsbury students attending area vocational high schools and approved private schools in Shrewsbury will be afforded under similar conditions as for students enrolled in Shrewsbury Public Schools.

Transportation to or from daycare providers within the Town of Shrewsbury is provided to students using the following criteria:

1. Daycare must be for 5 days per week for to be eligible for transportation. Transportation will **not** be available to students who attend daycare on a part time basis (less than 5 days per week).
2. The daycare facility/provider must be located in the same school district as the home residence. (Ex: a student living in the Floral St. School district must attend a daycare also located in the Floral St. School district; a student living in the Coolidge district must attend a daycare in the Coolidge district, etc.). *

Food and Drink Prohibited

The safety of students who suffer from life threatening allergies is a major issue for our community. It is because of this concern that **all food and drink, including candy, is strictly prohibited** from consumption on the school bus. All food, drink and candy must remain contained, out of sight and in a backpack while on the school bus.

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, or emergency phone number.

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 or a lock down. In the beginning of the school year when each classroom practices procedures for a fire drill, an evacuation is practiced, along with lock down instructions. Parents need to make sure the student emergency card is filled in with phone numbers that will connect with a live voice. Student safety is our priority.

DIOCESAN SCHOOL DEPARTMENT

St. 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 after a student has been warned and spoken to by the teacher. A detention may be given if a teacher determines a detention to be a just consequence for not following a school or classroom rule. In most cases, the teacher

has given the student fair warning to change a behavior. 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. At dismissal time, the student reports to the teacher to serve the detention. A parent must pick the student up at 3:30 p.m. 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, or suspension.

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 St. 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.

1. All students must be in full uniform each day except on days designated by the principal.
2. When not in uniform, a student must present a written note from a parent stating the reason for this digression.
3. The wearing of hats in the school is not allowed.
4. Monograms, such as initials or logos, are not permitted on **any** uniform clothing, socks or shoes boys or girls.
5. 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.
6. Excessive or faddish hairstyles for both boys and girls are not permitted.
7. The length of a boy's hair must be above the shirt collar and away from his eyes.
8. Students may wear a wristwatch and one or two rings. A pair of earrings may be worn, one in each ear. Excessively large earrings are not allowed. One simple, tasteful bracelet, tie-tac, and/or necklace may be worn.

9. Only clear or pale pink nail polish is allowed.
10. 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:

J.B. Edwards Uniform:

J.B. Edwards Uniforms
71 Pullman Street
Worcester, MA 01606

Telephone: (508) 853-2071
Fax: (508) 853-2082

Website: www.jbedwarduniforms.com

Lands End:

Preferred School Number: 900131061
Phone: 1-800-469-2222
Website: www.landsend.com

Allens School Uniforms:

452 W. Boylston Street
Worcester, MA 01606
(508) 853-1993

Kindergarten

Kindergarten students wear their gym uniform every day.

Girls: Grades 1-4

- Uniform plaid jumper
- Uniform white, peter pan blouse, long or short sleeve
- Uniform navy blue dress (added Fall 2010) for Fall and Spring only
- Navy blue knee socks, navy blue tights or white or navy ankle socks (solid, no prints)
- Dress shoes or solid white or solid black, low-cut, clean sneakers only
- Navy blue uniform sweater (v-neck pullover, cardigan or vest) **from October 15th until May 1st**

Girls: Grades 5-6

- Uniform plaid skirt with white or blue uniform oxford blouse, long or short sleeve
- Navy blue knee socks, navy tights, or white or navy ankle socks (solid, no prints)
- Dress shoes or solid white or solid black low-cut clean sneakers only
- Navy blue uniform sweater (V-neck pullover, cardigan, or vest) or navy blue uniform fleece vest must be worn **from October 15th until May 1st**

Girls: Grades 7-8

- Uniform gray kilt with white, light blue or light yellow uniform oxford blouse, long or short sleeve
- Navy blue knee socks, navy tights, or white or navy ankle socks (solid, no prints)
- 8th grade girls only may wear nylons (cream, gray, navy blue, or skin-tone)
- Dress shoes or solid white or solid black low-cut clean sneakers only
- Navy blue uniform sweater (V-neck pullover, cardigan, or vest) or navy blue uniform fleece vest must be **from October 15th until May 1st**

Girls Cold Weather Uniform

During the cold weather (the Monday after Thanksgiving through the last day of school before Spring Vacation), girls may wear pants.

- Gr. 1-8 Navy blue uniform pants (regular or relaxed fit) with a belt may be worn instead of the jumper/skirt/kilt.

Boys: Grades 1-3

- Navy blue uniform pants (regular or relaxed fit) with belt
- White or light blue polo-type knit jersey, 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 print)
- Dress shoes or solid white or solid black, low-cut, clean, sneakers only

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)

- Dress shoes or solid white or solid black, low-cut, clean sneakers only
- Navy blue uniform sweater (V-neck, cardigan, pullover, or vest) must be worn **from October 15th until May 1st**
- 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 (gr. 6&7)
- 8th grade boys only may wear any navy blue print tie (appropriate conservative prints, only)
- White or navy blue crew/ankle socks (solid, no print)
- Dress shoes or solid white or solid black, 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 May 1st**

Boys Cold Weather Uniform

- Gr. 1-8 Navy blue uniform pants with a belt

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 1st and after May 1st
- Navy blue gym uniform sweatshirt and sweat pants with the St. Mary insignia
- Uniform white polo-type jersey with the St. Mary insignia
- White or navy blue crew/ankle socks (solid, no print)
- Sneakers (**all black or white**)

Boys and Girls Gym Uniform: Grades 7 & 8

- Navy blue uniform gym mesh shorts with St. Mary Insignia may be worn until October 1st and after May 1st
- Navy blue gym uniform mesh pants with the St. Mary insignia
- Navy blue gym uniform sweatshirt with the St. Mary insignia
- White or navy blue crew/ankle socks (solid, no print)

- Sneakers

Boys and Girls Warm Weather Uniform: Grades 1-8

- During the warm weather (first day of school through September 30th and after May 1st), students may wear
- Uniform navy blue dress (added Fall 2010) for grades 1 thru 4
- Navy blue uniform dress shorts (boys) with belt
- Navy blue uniform skirt (girls)
- Uniform white gym jersey shirts, with St. Mary insignia, or blouses may be worn
- White or Navy blue crew/ankle socks (solid, no print)
- Sneakers

Uniform changes due to weather conditions may take place at the discretion of the principal and parents will be notified by Connect Ed.

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 Connect ED*. 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. 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 in June.

Out of Uniform Guidelines**Students may wear:**

- jeans
- tennis shoes
- short socks
- shorts no shorter than three inches above the knee
- skirts no shorter than three inches above the knee
- skorts
- sweatshirts
- jogging suits
- nail polish
- jewelry
- hoop earrings
- large earrings
- dresses
- slacks/crocs

Students may not wear:

- flip-flop sandals
- torn, tight or worn jeans
- no open back shoes if a PE day
- tank tops
- T-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- biker shorts
- pajama pants
- make-up
- low cut blouses/tops
- clothing that is extremely tight
- hats

Good Rule: If you think you shouldn't wear it, you shouldn't.

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 St. 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 St. 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 St. 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

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. 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.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and
7. 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.
8. A field trip permission slip is printed at the end of this book. 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 tear out and use or copy 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.

9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. 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.
11. 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.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. 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.
15. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
16. All chaperones must be 25 years of age or older.
17. 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 _____ (name of school)	to allow my/our child _____ (name of child)
to take part in _____ (name of activity; field trip, etc.)	on _____ (date)
from _____ (start)	to _____ (end)
Total Cost of Trip _____ (cost)	
I/we understand that _____ (name of school) assumes no liability concerning this activity.	
_____ (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 had diarrhea or a fever of 100.4 or higher in the past 24 hours ought 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.

Medical Absence

St. 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 8:30 AM 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 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.

Medications, prescription or non-prescription, cannot be administered to your child without a prescription form from your child's physician and a parent consent form.

- All medication, 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 Health 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 health 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 in 1/2 hour after** 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.

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 clinic 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.

Physical Exams

Massachusetts State School Immunization Law, MGL Chapter 76, Section 15 and St. 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 St 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 states in writing that vaccination or immunization conflicts with his 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 heights 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 Health Office.

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).
- 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.

Grade 1	10 – 20 minutes
Grade 2	20 – 30 minutes
Grades 3 and 4	30 – 60 minutes
Grades 5 and 6	60 – 90 minutes
Grades 7 and 8	90 – 120 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

St. 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

St. Mary School promises to adhere to the following rules, with respect to students' images:

1. St. Mary will not associate any identifying information (name, etc.) with a student's image in mass media (e.g., school web site, commercial television).
2. St. 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).
3. St. Mary will not use a student's image for any profit making enterprise.
4. St. Mary will not use a student's image for any political advertising.
5. St. 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 St. 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 contact the school office in writing.

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 periodically throughout the school year. Special liturgies or Para liturgies 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 INFORMATION

Weekly Envelope System

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 St. Mary School is a ***weekly envelope system***. The purpose of the system is to provide parents:

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

The system utilizes a Tyvek envelope which is sent home with the youngest child each Wednesday. After removing the contents of the envelope, parents must sign and date the outside and **return the envelope with their child the next day**. Parents are asked **not** to send a return note, hot lunch order forms, etc. back to the school office via the envelope. Please use your child's homework folder.

Parent volunteers devote considerable time each and every week developing and collating the information sent home to keep you informed. **Parents are asked to make a sincere effort to return their envelopes**. Parents who repeatedly fail to return their envelopes will be at a disadvantage for receiving up to date and timely school information. Please notify the Main office if you need a replacement envelope.

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 1-8 pupils will receive report cards four times a year: November, January, April and June. Kindergarten

pupils will receive report cards in January and June. Progress Reports in grades 4 thru 8 are available on line mid semester. Parents will be notified when they are available.

Parents, however, who wish to have a conference with a teacher at any other time, are free to request one. Parents are asked to either call the school and leave a message or send an email to the appropriate teacher. Email addresses are found on the school website.

PARENTS' ASSOCIATION

St. 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

St. 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 when scheduled. If you are unable to fulfill your obligation when scheduled, it will be your responsibility to find a replacement family.**

The Parents' Association will bill any family unable to fulfill this obligation or find a replacement a fee of \$100.00.

PERMANENT RECORDS

Health and academic records are kept on file in the school offices 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.

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 assigned time unless for a **grave emergency**. **Do not call the school office for homework assignments.** Arrange for a homework "buddy" through a classmate of your child.

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 (2:15 – 2:30), either incoming or outgoing, present many problems. This is one of the very busy moments of the day. For this reason, we would appreciate it if requests for messages to be delivered or phone calls to be made could be done at an earlier time.

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 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.

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

St. Mary School coincides with Shrewsbury Public Schools in weather-related school cancellations. **Parents will be notified by Connect Ed.** You may also watch the TV stations for school closures. If you do not see or hear that Shrewsbury schools are canceled, then there will be school. ***Please do not call the School or Pastoral Center.***

SCHOOL DAY

The school is responsible for the students from 7:50 AM until 2:40 PM. 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. There is a before and after school 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 school building.
- Private cars leaving the parking lot must exit using the access farthest from the school building.
- **Do not** back-up your car when dropping off students
- Please do not socialize while dropping off students.
- The school bells ring at 7:40 AM signaling the time a teacher is on duty for student drop off. Parents who drop off their children in the morning are asked to arrive before 7:50 AM.

Dismissal

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

Every time a student is picked up by someone other than their parents a note needs to be sent in to the classroom teacher.

Students who walk home leave first, followed by students riding the bus, followed by students riding in private cars.

Parents picking up children in Grades 1-4 must get out of their car and come to the Main Office door area. 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 2:45 **An After School fee will be charged to the parents. It will be a minimum of \$4.00**

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***

Report cards are chiefly for the parents so that they will know the progress their child(ren) is/are making. Report cards are issued four times a year: November, January, April, and June. Progress reports will be available half way through the marking period for all students in grades 4-8. Parents' will be notified when the reports may be viewed on line.

The following are copies of the Kindergarten, grades 1-3.

Kindergarten Progress Report



CATHOLIC SCHOOL DEPARTMENT
Diocese of Worcester

Kindergarten Progress Report

EVALUATION KEY

- 4 - Completely Child independently and consistently meet Kindergarten expectations.
- 3 - Frequently Child often meets Kindergarten expectations, is acquiring skills, and is developing a voluntary understanding of materials.
- 2 - Occasionally Child is beginning to develop an understanding of Kindergarten skills but occasionally needs teacher assistance.
- 1 - Not yet apparent Child has limited understanding of Kindergarten skills and requires considerable teacher assistance.

School _____
 Student Name _____
 Teacher _____
 School Year _____

NOTICE TO PARENTS: This report offers an opportunity for a better understanding of your child's current achievement. Items not noted were not evaluated at this time.

	W	S	W	S
RELIGION				
Participates in classroom discussion				
Demonstrates an awareness of grade level curriculum concepts				
Knows required prayers				
Understands basic vocabulary				
LANGUAGE DEVELOPMENT				
Knows alphabet in sequence				
Uses appropriate vocabulary				
Speaks in complete sentences				
Tells a story in sequence				
Contributes to group discussion				
MATH READINESS				
Identifies shapes				
Identifies sizes				
Understands counting order				
Recognizes numbers to 10				
Recognizes numbers above 10				
Associates numbers with objects				
Understands concepts of addition				
Understands concepts of subtraction				

WINTER COMMENTS

PERSONAL

Knows full name
 Knows address
 Knows phone number
 Knows age & birthday

W	S

MOTOR SKILLS

Prints first name
 Prints last name
 Forms upper case letters
 Forms lower case letters
 Forms numerals
 Controls pencil
 Controls scissors

W	S

SOCIAL DEVELOPMENT

Follows classroom routine
 Plays/works well with others
 Shares and takes turns
 Uses good manners
 Displays self-control
 Follows school rules
 Respects property of others
 Adjusts easily to new situations

W	S

WORK HABITS

Listens without interrupting
 Follows oral directions
 Has good attention span
 Works neatly
 Completes activities in a reasonable amount of time
 Works well independently
 Seeks help when needed
 Uses and cares for materials appropriately
 Cleans up after work period
 Values own work
 Is observant
 Is curious

W	S

SPRING COMMENTS

PLACEMENT FOR NEXT YEAR:

Grades 1-3 Report Card

Primary Level		Skills Mastery & Development			
<p>CATHOLIC SCHOOL DEPARTMENT Diocese of Worcester</p>					
<p>School _____</p> <p>Student Name _____</p> <p>Grade _____ School Year _____</p>					
<p>LISTENING & SPEAKING</p> <p>Enjoys listening to literature</p> <p>Listens attentively for information and directions</p> <p>Demonstrates an ability to organize and express ideas in speaking</p>		1	2	3	4
<p>LANGUAGE ARTS</p> <p>Recognizes sight words consistently</p> <p>Demonstrates an understanding of letter / sound relationship</p> <p>Uses strategies to decode text</p> <p>Reads with fluency and expression</p> <p>Uses strategies to understand / interpret meaning of text</p> <p>Reads with comprehension</p> <p>Demonstrates awareness of story structure</p> <p>Requests appropriately to questions, texts and pictures</p> <p>Reads independently</p>		1	2	3	4
<p>READING</p> <p>Recognizes sight words consistently</p> <p>Demonstrates an understanding of letter / sound relationship</p> <p>Uses strategies to decode text</p> <p>Reads with fluency and expression</p> <p>Uses strategies to understand / interpret meaning of text</p> <p>Reads with comprehension</p> <p>Demonstrates awareness of story structure</p> <p>Requests appropriately to questions, texts and pictures</p> <p>Reads independently</p>		1	2	3	4
<p>RELIGION</p> <p>Participates in class discussions</p> <p>Demonstrates a physical attitude</p> <p>Understands grade level curriculum concepts</p> <p>Knows repeated prayers</p> <p>Uses basic vocabulary</p> <p>Understands appropriate scripture passages</p>		1	2	3	4
<p>MATH</p> <p>Demonstrates number sense</p> <p>Demonstrates counting skills</p> <p>Develops skills in:</p> <ul style="list-style-type: none"> • addition • subtraction • multiplication • division <p>Demonstrates knowledge of number facts</p> <p>Understands and applies skills in solving problems</p> <p>Communicates mathematical concepts</p> <p>Collects, records and interprets data</p>		1	2	3	4
<p>SOCIAL STUDIES</p> <p>Understands concepts, context and vocabulary</p> <p>Communicates information and ideas</p>		1	2	3	4
<p>SCIENCE</p> <p>Understands concepts, context and vocabulary</p> <p>Uses inquiry and process skills</p>		1	2	3	4
<p>PHYSICAL ED.</p> <p>Shows good sportsmanship</p> <p>Conduct</p> <p>Effort</p>		1	2	3	4
<p>ART</p> <p>Demonstrates skill development</p> <p>Conduct</p> <p>Effort</p>		1	2	3	4
<p>MUSIC</p> <p>Developing music skills</p> <p>Conduct</p> <p>Effort</p>		1	2	3	4
<p>KEY: Social Development / Work Habits</p> <p>4 - Consistently</p> <p>3 - Frequently</p> <p>2 - Occasionally</p> <p>1 - Not yet apparent</p>		1	2	3	4
<p>SOCIAL DEVELOPMENT</p> <p>Exhibits care for others</p> <p>Shares with others</p> <p>Listens without interrupting</p> <p>Accepts suggestions</p> <p>Displays self control</p> <p>Relates well with peers</p> <p>Interacts well with adults</p> <p>Adjusts well to new situations</p> <p>Demonstrates the use of good manners</p> <p>Is responsible</p> <p>Follows school rules</p>		1	2	3	4
<p>WORK HABITS</p> <p>Follows oral directions</p> <p>Follows written directions</p> <p>Works well in a group</p> <p>Participates in class discussions</p> <p>Completes tasks in a reasonable amount of time</p> <p>Completes / delivers homework on time</p> <p>Works independently</p> <p>Work displays neatness and care</p> <p>Uses materials appropriately</p> <p>Uses time appropriately</p> <p>Maintains own space</p>		1	2	3	4
<p>Primary Grade Rubrics</p> <p>A - Advancing Mastery Child independently and consistently meets grade level requirements, using skills across the curriculum</p> <p>P - Proficient Child meets grade level expectations, is acquiring skills and is demonstrating a basic understanding of concepts</p> <p>M - Needs Expectations Child does not meet grade level expectations, is acquiring skills and is demonstrating a satisfactory understanding of concepts</p> <p>I - Improvement Needed Child is beginning to develop an understanding of grade level skills and frequently needs teacher guidance</p> <p>N - Meeting Difficulty Child has a limited understanding of grade level skills and requires considerable teacher assistance</p> <p>✓ = Not Evaluated At This Time.</p>		1	2	3	4
<p>Days Absent _____</p> <p>Days Tardy _____</p> <p># Times Discussed _____</p>		1	2	3	4
<p>TOTAL</p>		1	2	3	4

SEE RATING FOR TEACHER COMMENTS - IF ANY

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- and seat-work), **Written tests**, **Reports**, **Projects**, and **Essays** are all added into the final report grade. Failure to complete homework on time will result in an "Incomplete" in that subject.

TECHNOLOGY - ACCEPTABLE USE POLICIES

The students at St. 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 St. 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. In the back of this Handbook there is a copy of the **Student Computer Agreement** for the parents and students to sign. **Any child, who does not return a copy of the signed Student Account Agreement, will not be allowed to use the school computers until it is returned to the 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
St. 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
St. 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 can not 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 in our network appropriately. If you do not follow our policies listed here, your privilege of using the computers at St. 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 St. Mary School. You are personally responsible for this provision at all times when using the school's computers.

- 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 Assistant Principal may meet with teacher(s) on a regular basis concerning the student. Once again 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 St. 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 St. Mary community.

St Mary School in coordination with the Diocese of Worcester has established a policy to comply with the new Massachusetts Law. A copy of the policy is on file in the Principal's office. 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/Assistant Principal 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.

TOURS

New families interested in visiting St. Mary School for future enrollment should call the office and register for one of our school tours. Pre-school and K-8 tours are scheduled from September to June.

TUITION

The St. 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 St. 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 \$100. This fee is due when the child applies for admission to St. Mary, typically during Catholic Schools Week (the last Sunday in January of the year they enter St. Mary School). The new student registration fee is non-refundable. Students wishing to enter the school for the first time 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, the school will assume that the student is not returning in the fall and will fill the place with a new student.

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. Tuition aid forms are available in the office. 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 St. 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. St. 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). St. 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 (an additional non-refundable FACTS enrollment fee of \$15 per family will apply).
- Plan 3-** Four quarterly payments through FACTS due on the 5th or 20th of June, September, December and March (an additional non-refundable FACTS enrollment fee of \$41 per family will apply).
- Plan 4-** Ten monthly payments through FACTS beginning in June. Payments can be made on either the 5th or 20th each month (an additional non-refundable FACTS enrollment fee of \$41 per family will apply).

Tuition Summary

Thus, your total tuition bill is determined whether you are a registered and active member of St. 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 St. 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 St. 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.

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 either the Pastor of St. Mary Parish or the Principal of St. 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 St. 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.

All visitors are required to report to the school 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. Parents and/or visitors are ***not*** allowed to go to the classrooms while class is in session, without previously having made arrangements through the 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, and 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.

PARENT/STUDENT/SCHOOL AGREEMENT

This St. Mary School Parent/Student Handbook contains policies and information. We feel these are necessary for you and your child(ren) to understand the basic procedures used to operate our school. It should be read carefully and then placed in a convenient location in your home for quick and easy reference.

The St. Mary School Parent/Student Handbook is an agreement between school, parent, and child, in which we endeavor to provide your child(ren) an outstanding academic and religious education, and to ensure they are provided every opportunity to achieve their maximum potential.

You are requested to personally read this handbook and discuss it with your child(ren) each and every year with the intent of ensuring he/she/they, and you, understand the school's policies and procedures in order to avoid problems or conflicts.

After you have read this handbook we ask that you sign and return the acknowledgment .

OUR FAMILY HAS READ THE ST. MARY SCHOOL PARENT/STUDENT HANDBOOK, HAVE HAD ANY AND ALL QUESTIONS REGARDING POLICIES AND PROCEDURES ANSWERED, AND HAVE DISCUSSED IT WITH OUR CHILDREN. WE UNDERSTAND OUR OBLIGATION TO COOPERATE WITH THE ADMINISTRATION, FACULTY, AND STAFF AND TO ABIDE IN THE ENFORCEMENT OF ALL ITS POLICIES AND PROCEDURES.

PARENT SIGNATURE: _____

date

date

STUDENT SIGNATURE & GRADE LEVEL:

grade date

grade date

grade date

grade date

grade date

grade date

STUDENT COMPUTER AGREEMENT**Student Section**

I have read and understand the St. Mary School computer **Acceptable Use Policy**, found in the Technology Section of this handbook, for my grade. I agree to follow the rules in this Policy. I have also reviewed the **United States Federal Laws** with my parents. I understand that if I violate the rules or break any laws, my computer privileges will be terminated and I may face other disciplinary measures.

Student Signature _____ **Grade**_____

Student Signature _____ **Grade**_____

Student Signature _____ **Grade**_____

Student Signature _____ **Grade**_____

Student Signature _____ **Grade**_____

Parent Section

I have read the St. Mary School **Acceptable Use Policy(s)** and **United States Federal Laws** and have discussed them with my child(ren).

I hereby release St. Mary School from any and all claims and damages of any nature arising from my child's use of, or inability to use, St. Mary School's computers, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I give permission for my child(ren) to use the schools computers and the Internet.

Parent Signature _____ **Date**_____

_____ **Date**_____

Please return this signed form at the Parent Meetings on either September 12 or 14, 2011 at 7pm.

Field Trip Request Form

Date of request _____

I/we ask _____ to allow my/our child _____
(name of school) (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
(name of school)

concerning this activity.

(signature of parent(s)/guardian(s))

Parent phone number on day of activity: _____

Emergency number: _____