

**ST. MARY'S PARISH SCHOOL**  
**STUDENT & PARENT HANDBOOK**  
**2016 - 2017**

**St. Mary's is a Roman Catholic educational community serving students from preschool through grade 12. We strive to develop spiritual growth, academic success, character, and integrity in all students. Guided by the Gospel of Jesus Christ and supported by families, we provide a quality Catholic education where students are challenged to reach their highest potential and are inspired to embrace a life of service for God and neighbor.**

## **GENERAL INFORMATION**

### **The History of St. Mary's Parish School**

St. Mary's School was first opened as a parish school in September of 1898 and was dedicated by the second bishop of Springfield, Thomas Daniel Beaven. The children who were first enrolled were taught by five Sisters of St. Joseph.

In 1899, secondary grades were added to the school when a student named Nellie Roache insisted that she wanted to graduate from St. Mary's High School. In 1903, she did so.

With increased enrollment and a demand for more space, the third story of the present elementary school building was added in 1914. The 1930's and 1940's saw a tremendous growth in the school population and the classrooms were filled to capacity. While the nation witnessed the demise of so many Catholic schools during the late 1960's and 1970's, St. Mary's continued to flourish.

In 1963, Monsignor Shea bought the Trade School next door to the elementary school and it became St. Mary's High School. As a further sign of its commitment to Catholic education, we added a Kindergarten program 1979. In 2007, a four-year old pre-school program was added, followed by a three-year old program in 2012.

For over 115 years, the school has produced outstanding students who have brought tremendous pride and glory to our school in every field of endeavor. Graduates from our school have succeeded in industry, business, education, medicine, and politics.

Though a small school in size, St. Mary's is magnanimous in spirit. The current administration and faculty seek to uphold that fine tradition and spirit which is St. Mary's.

St. Mary's can further boast that it is the only parish in the Diocese to have a school that educates students from early pre-school through high school.

## **SCHOOL PHILOSOPHY**

St. Mary's Parish School is a Catholic school whose fundamental purpose is the cultivation of each student's spiritual, intellectual, and physical life. We believe that this purpose is best achieved by an administration and faculty dedicated to Catholic principles of education.

Because of our strong reliance upon family values, we are committed to the Church's apostolate to the family and recognize parents as the primary educators of young people in matters of faith and moral development. It is only with this strong family witness that our faculty can more fully develop the potential within each student. Ever mindful of the wide ranging academic and social interests of our students, St. Mary's points to the Gospel message as the source of guidance for each individual. It should be understood that attendance at St. Mary's Parish School requires students to give daily witness to the Gospel message by a Christian manner of conduct, intelligent choices, and sound moral values.

## **FAMILY – SCHOOL RELATIONSHIP**

A crucial part of our school is the emphasis on working in close relationship with the families of our students. As in any relationship, there are responsibilities on both sides. Education can only succeed if teachers, students, and families are involved in the process together.

St. Mary's Parish School expects that parents are committed in a meaningful way to the education of their children. Understanding and supporting the school's rules and procedures and cooperating with them are essential. Parents are expected to support and model the values of the school. The faculty and administration rely on the full support of parents in the education of their children.

Throughout the school year, there are a number of events, activities, and programs that parents and students are invited to attend and participate in. Activities such as Masses, performing arts concerts, athletic events, and fundraisers contribute to the school's sense of community. Other student-parent programs are academically focused, such as parent conferences and parent education programs. In every case, parent involvement demonstrates to our students the importance of commitment to and participation in school activities. We expect parents to be open-minded and willing to take advantage of these opportunities to model for their children the importance of the investment of time at St. Mary's.

The dominant characteristic which successful schools share is parent involvement. Parents and teachers are encouraged to communicate frequently so that the student feels the close relationship and consistency necessary for growth and development. Parents must be vitally interested in what transpires during their child's day and be involved in their child's education.

The school reserves the right to suspend, dismiss, discipline or not re-enroll a child if it is concluded that the actions of the child or parents / guardians interfere with the school's

accomplishment of its educational purposes or in any way breaches the school's regulations, policies, or values. The decision of the school in these regards will be final.

## **FINANCIAL AID AND TUITION**

### **Tuition Assistance Subsidies**

Elementary School		High School	
Preschool (5 Day)	\$5,400.00	Grades 9-12	\$7,900.00
Pre-Kindergarten	\$5,400.00	International Students	\$16,000.00
K-8	\$4,450.00		

Diocesan Aid is available to eligible families. Apply on-line at [www.factstuitionaid.com](http://www.factstuitionaid.com). The application deadline for FACTS is published in January.

St. Mary's Financial Aid is available to eligible families. Financial aid forms are sent out with registration information each spring. For additional forms, please contact the business office. In order to be considered eligible for financial aid, this form must be completed before the start of the school year.

St. Mary's scholarships, including Pastor / Principal scholarships, may be offered. Please contact the business office for more information.

Parish vouchers are offered by individual parishes to supplement the tuition of practicing Catholics in their community. Please contact your rectory or St. Mary's Parish School for more information. The amount of the voucher varies from parish to parish.

In order to qualify for financial aid, all financial accounts must be current. If you have any questions regarding tuition, financial assistance, and/or payment options, please do not hesitate to call our business manager.

## **POLICY AND PROCEDURE**

Students and parents/guardians waive all rights of legal action for non-supervision on the part of St. Mary's Parish School or its agents for students who enter or remain on school grounds or in the building in a non-supervised situation outside the curricular activities scheduled by the school. (see student arrival and dismissal guidelines)

In addition, St. Mary's Parish School and its agents are granted parental/guardian permission to seek emergency medical attention for your child if in the judgment such attention is warranted and the parent/guardian is not immediately available to grant such attention.

## **Administrative Design**

If you have a question regarding your child please follow the information below:

1. Contact the classroom or subject teacher. This is the person who works most closely with your child and should always be contacted first for concerns about social well being, academics, and discipline.
2. If you need further assistance, you may contact the Principal. Before calling you back or meeting with you, this person will always confer with the teacher.
3. Should you feel that you still have concerns, you may contact the Head of School. Before addressing your call or setting up a meeting, this person will confer with both the Principal and the teacher.

Please be advised that it is essential to follow the proper contact chain so that we can best address your concerns in the timeliest of manner.

## **Attendance Procedures**

Success at school requires consistent student attendance. Each day at school students are presented with social and academic encounters that are unique to that day. Daily attendance commits students to continuous and perpetual learning, teaches students to balance work and life, and develops habits of personal management. If a student must miss school each division has clearly defined procedures that parents must follow. These procedures have been developed to maintain the integrity of the learning process.

The only recognized excuses for school absences are:

1. Personal illness (after three days a written note from the doctor is required)
2. Serious family illness
3. Death in the family
4. Serious emergency, such as a fire
5. Documented court appearance
6. Social Service Commitment
7. For our high school students, three documented college visitation days are permitted. The school must be given a three day advance warning and paperwork must be completed and approved by the Guidance Department. This rule applies only to seniors.
8. Prearranged school events, such as a field trip.
9. Visits/shadows to other schools.

Our policies for handling absences from school include the following:

1. A dated and signed note giving reason for the absence must be given to the school when the child returns.

2. If a child is absent due to a contagious disease, the school office should be notified.
3. If a child is tardy, a phone call, stating the reason, should be made to the school office.
  - a. If a child is tardy at the elementary / middle school, a parent must also sign them in at the office.
4. A child being dismissed early must be met by the parent in the school office, unless the child drives themselves to school.
5. If a student is absent on the day of an extra-curricular activity, they may not participate in that specified activity.
6. We strongly discourage children from being withdrawn from school for vacation during school time.( Please see the individual school's policy.)
7. Leaving school grounds without permission is absolutely forbidden for the protection of the child as well as the school.

It is possible that an absence of a student from school or class will be considered unexcused by the school even though the student has an excuse from a parent or guardian. Examples of such absences are: vacation, work, repeated problems with transportation, social events, etc. We encourage parents / guardians to check with the Administration before allowing absences for reasons other than those listed as excused. When a student's absence is unexcused, he / she will lose credit for the classes missed and may not be allowed to make up missed work.

In the case that a student is scheduled to miss an extended period of school for an excused absence, it is the responsibility of the parent to notify the Principal in writing at least one week in advance and have the student pick up an extended absence form. To make an effort to provide assignments, this form must be completed by the student at least 2 days prior to the excused absence date to have teachers fill out and sign and return to the principal. (Teachers may not be able to confirm all the missing assignments; however, this is an attempt to provide the student with the basics of what they will miss.)

For high school students, the work on this form is due on the first day back to school, whereby Elementary School students are given one week. Any additional work assigned by the teacher, upon the student's return, will be completed within the classroom teacher's stated policy for make-up work.

Repeated absences from school / class are a serious concern. Diocesan policy states that any elementary school student missing nine days at the half year point or eighteen days at the full year point will not be allowed to be promoted to the next grade.

At the high school, any student with 10 unexcused absences from a class in one marking period is subject to fail the course for the quarter.

Any student who is absent from school without parental consent or leaves the school grounds without permission is considered truant.

## **Student Arrival & Dismissal**

### **Elementary School**

- 7:40AM- Teacher on duty
- Upon being dropped off in the back lot, students are expected to line up in their respective lines until the bell rings; except in severe weather.
- 7:45 AM-Middle school students can enter the building.
- 7:50 AM-Middle school students are in homeroom or are considered tardy.
- 7:55 AM Elementary school students can enter the building.
- 8:00 AM Elementary students are in their classroom or are considered tardy.
- If you arrive after the students have entered the building, you must escort your child to the main front door, not back parking lot door, to gain entrance.
- Students and parents are required to sign their students in, at the main office, when tardy.
- 2:15 PM-Students are dismissed. Any student requiring early dismissal or a change in their regular dismissal time must have a note written by his/her parent/guardian.
- The parent/guardian must report to the office.

### **High School**

- Students are not allowed in the school building before 7:15.
- Upon being dropped off, students are expected to remain in the cafeteria until 7:30, after which-students can then move to lockers and homeroom.
- Homeroom bell rings at 7:55.
- Students who are not in their homeroom at 7:55 are considered tardy and must report to the main office.
- Students are dismissed at 2:19. The building closes at 3:00 p.m. and unless a student has made prior arrangements, should not be on the premises as there is no guarantee that a supervising adult is on duty.
- Students who are dismissed early and will not be driving themselves home must be met in the office by a parent / guardian.
- No student will be dismissed early without a note from a parent / guardian.

### **Tardiness**

- All students are required to be seated in their classrooms by the time that the bell rings to start the day. Any student not in his/her seat will be considered tardy.
- For students who drive themselves to school, walk, or ride bicycles, a phone call or a note from the parent/guardian is required when tardy and may or may not be considered a valid excuse.
- The school requires that the parent / guardian of all tardy students should call the school before 9:00 AM to notify the school of a student's late arrival.
- A note, kept for the school files, should accompany the student and given to the main office personnel, upon arrival.

The school recognizes that there are times when a family emergency or special circumstance can prevent a student from reaching school on time. In this case, a note from the parent / guardian must be delivered to the office no later than the following day. If the office does not receive the note, disciplinary actions may follow. Chronic tardiness from school constitutes a blatant disregard for school policy. Therefore, only 5 excused tardies are allowed per quarter. All subsequent tardies will result in automatic detentions regardless of the reason. After the 10<sup>th</sup> tardy a student's parent / guardian will be notified to schedule a meeting, in order to review school policy and remedy the situation.

The school will require a parent/guardian meeting for those students who reach the limit and are driven to school each day. In this case, the school reserves the right to ask for an attendance contract. Repeated tardiness may result in further disciplinary action for the student.

## **ACADEMICS**

Student learning expectations are based upon National or the Massachusetts state standards. In addition, our students are educated in the areas of faith and moral development, the arts, and physical education.

### **Academic Difficulties**

Student(s) having trouble should immediately seek help from the teacher. The teacher will then schedule an extra help session or may assist in helping the student to find a peer tutor. It is important for students not to wait until just before tests or the end of the marking period to go for extra help; they should go as soon as they have difficulty understanding the material. In some cases, course work is cumulative, one day's work depends upon the understanding of the previous day's material, thus, the longer a student waits, and the more difficult it will be to catch up.

Students who have not sought additional help first, will not be given extra-credit work for the sole purpose of raising their grade.

## Grading Policy

<b>Elementary School Grades 3-5</b>			
Grade	Value	Conduct	Code
A	93-100	Satisfactory	S
A-	90-92	Needs Improvement	N
B+	87-89	Unsatisfactory	U
B	83-86		
B-	80-82		
C+	77-79		
C	73-76		
C-	70-72		
D+	67-69		
D	63-66		
D-	60-62		
F	0-59		
<b>High School / Middle School</b>			
All Honors & AP Courses are Weighted			
Grade	Value	Weight	Honors/AP Weight
A	93-100	4	4.5
A-	90-92	3.67	4.17
B+	87-89	3.33	3.83
B	83-86	3	3.5
B-	80-82	2.67	3.17
C+	77-79	2.33	2.83
C	73-76	2	2.5
C-	70-72	1.67	2.17
D+	67-69	1.33	1.83
D	63-66	1	1.5
D-	60-62	0.67	1.17
F	0-59	0	0

### Kindergarten

E= Consistently  
M=Most of the time  
S= Some of the time  
N= Not yet  
X= Not assessed this term

### 1st and 2nd grade

E= consistently produces exceptional quality  
S= beginning to produce quality work with frequent added support  
NI=Not introduced  
M= produces quality work most of the time with some additional guidance  
N=has yet to produce quality work, even with continual added support  
WA=with accommodations

## Academic Examinations –High School Midterms and Finals

Mid-year and final examinations are scheduled for the high school level courses. The high school students take mid-term examinations the week of Martin Luther King Day, and final exams during the last week of school. International Students are required to take exams during the scheduled exam time.

The exam schedule is as follows:

Midterm Examinations		Final Examinations	
Tuesday	Period One: 8:00 Period Two: 10:15	Day 177	Period Two: 8:00 Period One: 10:15
Wednesday	Period Three: 8:00 Period Four: 10:15	Day 178	Period Four: 8:00 Period Three: 10:15
Thursday	Period Five: 8:00 Period Six: 10:15	Day 179	Period Six: 8:00 Period Five: 10:15
Friday 10:15	Period Seven: 8:00 Makeup Exam:	Last Day of School 8:00 10:15	Period Seven : Makeup Exam:

Students are not permitted to take their exams outside of the scheduled exam period. Each student is responsible for checking the schedule for possible conflicts in times with his/her exams. All conflicts and changes must have approval from administration. No student may leave the examination before 1.5 hours have passed. Exams will not be collected before that time. No student may leave the exam room except for sickness or family emergency, or without the teacher's permission. Students cannot wear hats or bring pocketbooks, backpacks, cellular phones, headphones, or any electronic devices into the exam room. Any student caught cheating will be expelled from the exam and sent to the office. The student will be given a failing grade and face disciplinary actions.

### **Exam Exemption Policy**

As a way of recognizing the academic achievements of its students, the high school has instituted a program to benefit those students who maintain a GPA of 3.30 or better. The guidelines for this program are:

1. 3.30 or better GPA in each of the first and second quarters to exempt from a midterm examination.
2. 3.30 or better GPA in each of the third and fourth quarters to exempt from a final examination.
3. A or A- in the first and second quarter of the subject to exempt from a midterm examination, or A or A- in the third and fourth quarter of the subject to exempt from a final examination.
4. Teacher permission
5. No more than 3 unexcused tardies and 3 unexcused absences (independent of each other) in each of the first and second quarters to exempt from the midterm examination.

6. No more than 3 unexcused tardies and 3 unexcused absences (independent of each other) to exempt from a final examination. PLEASE BE REMINDED THAT VACATIONS ARE UNEXCUSED ABSENCES.
  7. No more than 4 detentions through the academic year.
  8. Number of Exam exemptions possible, if guidelines are met, are as follows:
    - a. Freshmen- No midterm exemption, one final exemption
    - b. Sophomores – One midterm exemption, one final exemption
  9. Juniors – Two midterm exemptions, two final exemptions
  10. Seniors – Two midterm exemptions, three final exemptions
- Reminder: All exemptions must be teacher approved.

If you exempt from a midterm, you cannot exempt from the same subject for the final exam.

Please be advised that the administration has the final word on all student exam exemptions.

### **Transfer of Students**

Notice of withdrawal of a student should be made, by the parent, in writing, to the Principal, in advance of the withdrawal date. This enables the school to prepare the necessary information and settle accounts. No student records will be forwarded to another school until business office accounts have been settled.

### **Academic Integrity and Excellence**

Academic Integrity requires that all students:

1. Complete their own work and not allow it to be copied by anyone else.
2. Complete individual work, including assessments, without seeking help or offering to help others.
3. Complete original research for a paper, project, or oral report and acknowledge all others' contributions to that work by proper citation.
4. Realize that cheating of any kind, no matter how minor, diminishes both personal and academic integrity.

Academic excellence requires that all students:

1. Strive for work of high quality and not be satisfied with minimum effort or maximum results. Good enough is not enough.
  2. Prepare thoroughly for class discussions, tests, and other assignments.
  3. Seek additional help when necessary.
  4. Assume responsibility for one's work and actions.

## Academic Progress Reports and Report Cards

The faculty and administration strive to keep an open line of communication between school, students, and parents. Therefore, mid-way through each marking period, progress reports are distributed. Academic Progress Reports offer comments by the teacher, concerns, and recommendations which might improve the student’s current situation. The parent/guardian must sign and return the progress report to the main office. Parents should contact the faculty with their concerns about grades.

Progress reports are distributed at the elementary, middle, and high school level.

Report cards are distributed four times per year and contain an academic grade as well as conduct remarks. Report cards will be mailed to the parent or guardians

Elementary School / Middle School	High School
<ul style="list-style-type: none"> <li>• PlusPortal, our electronic grading communication program, is used in Grades 3-8. Parents can access student progress at any time.</li> <li>• Reports cards are sent home to the parent/guardian:               <ul style="list-style-type: none"> <li>• PreSchool- PreK, twice a year</li> <li>• K-2 three times a year</li> <li>• Grades 3-8 on a quarterly basis; approximately every ten weeks</li> <li>• Grades 5-8 Honor Roll is determined on a quarterly basis.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• PlusPortal, our electronic grading communication program, is used in Grades 3-8. Parents can access student progress at any time</li> <li>• Progress Reports are sent home midway through the quarter each term.</li> <li>• Report cards are sent home on a quarterly basis; approximately every ten weeks.</li> <li>• Incomplete marks given for term grades must be made up within two weeks after the closing of the quarter. If the grade is not made up within that time period, the grade reverts to an “F”.</li> </ul>

## Academic Requirements for Promotion, Retention, and Graduation

Elementary School / Middle School Requirements for Promotion	High School Requirements for Promotion & Graduation												
<ul style="list-style-type: none"> <li>• Diocesan policy 5320 states that the decision to promote or retain a student shall be made by the Principal after consultation with the teacher and parents/legal guardians.</li> <li>• Retention should take place only if there has been adequate evaluation and documentation that indicate that a student would most likely profit from retention.</li> <li>• If this is the case, the retention should occur as early as possible in a student's educational career to achieve the desired effect.</li> <li>• If a student has repeated a grade and continues to perform below grade level, a referral shall be made to the local educational district for a full evaluation of the student's educational needs.</li> <li>• Ordinarily, parents will be consulted by mid-year if retention is considered probable by the Principal and teacher.</li> </ul>	<ul style="list-style-type: none"> <li>• If a student fails two subjects, he / she will not be allowed to return.</li> <li>• In order to graduate from St. Mary's Parish School, a student must earn passing grades and credits in the following required course. Failure to make up the credit could result in a lack of necessary credits for graduation.</li> <li>• Seniors will not be allowed to repeat their senior year.</li> </ul> <p style="text-align: center;"><b>REQUIRED COURSES - CREDITS/UNITS</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">English</td> <td style="padding: 2px; text-align: right;">4.5 Units</td> </tr> <tr> <td style="padding: 2px;">Theology</td> <td style="padding: 2px; text-align: right;">4 Units</td> </tr> <tr> <td style="padding: 2px;">Mathematics</td> <td style="padding: 2px; text-align: right;">4 Units</td> </tr> <tr> <td style="padding: 2px;">Science</td> <td style="padding: 2px; text-align: right;">3 Units (2 lab units)</td> </tr> <tr> <td style="padding: 2px;">Social Science</td> <td style="padding: 2px; text-align: right;">3.5 units</td> </tr> <tr> <td style="padding: 2px;">Foreign Language</td> <td style="padding: 2px; text-align: right;">2 Units with a 3<sup>rd</sup> recommended</td> </tr> </table> <ul style="list-style-type: none"> <li>• A total of 30 hours of community service per year.</li> <li>• Required attendance at Senior Retreat.</li> <li>• Participation in Class Night and Graduation.</li> </ul> <p style="text-align: center;"><b>SCHOOL POLICY ON RESCHEDULING OR DROPPING COURSES</b></p> <p>There will be no rescheduling or dropping courses after the 3<sup>rd</sup> week of school. Exceptions will be made for those students desiring an advanced course in the subject area.</p>	English	4.5 Units	Theology	4 Units	Mathematics	4 Units	Science	3 Units (2 lab units)	Social Science	3.5 units	Foreign Language	2 Units with a 3 <sup>rd</sup> recommended
English	4.5 Units												
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Social Science	3.5 units												
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### Academic Work (Homework and Make-up Work)

Both school work and homework are integral to the learning process. Homework is as important as work completed during the day and is considered an extension of what takes place in the classroom. Homework can either introduce, reinforce or provides practice and drill, which in turn supports classroom learning. Parents can help their children by providing a comfortable place for the student to work and by seeing to it that the assignments given in school are completed.

In the event of an unscheduled absence due to illness or other excused absence, students are given a reasonable amount of time, as determined by the teacher, to complete the missed work upon returning to school

Work will be sent home if a phone call request is received in the office before 9 a.m. on the day of being absent.

**Virtual High School (VHS) policy-**

Students taking VHS will be required to use their dedicated school time to work on their VHS class. This dedicated time is not a study, nor the opportunity to work on other STM school work.

The STM faculty and/or VHS room supervisors are only required to remind students to work on VHS. They are not the teacher for the course. All questions on course material are normally directed to the VHS teacher not the STM faculty. The School VHS Site Coordinator will oversee the student's progress and grades and will be the liaison between the VHS teacher and the student.

**Library**

The school library is housed in the elementary school building and open during school hours. Each class preschool -8 has a scheduled library time each week. High School students will be allowed to visit the library during their study or other teacher arranged times. Books and materials borrowed should be returned in a timely manner. Students are responsible for any items lost or damaged beyond reasonable use. There is a program for donating books to the library in memory of a friend or family member, or to honor a special occasion. Contact the school librarian or our website for more information. New books for the library are also acquired through two Book Fairs, one in the fall and one during Catholic Schools' Week in January.

**ADMISSION:**

Every Catholic child registered in a Catholic parish has the right to apply for admittance to St. Mary's Parish School. Neither race nor national origin prevents a student from attending. Students of all faiths are accepted and are welcome to attend our school. St. Mary's, does however have the option to accept or deny enrollment based on academic and conduct history. See following procedures.

Elementary School Procedures	High School Procedures
<p>Parents / Guardians of preschool aged students register for the program.</p> <p>Parents / Guardians of Kindergarten aged students must complete the Kindergarten Screening Test for admission.</p> <p>Students of elementary and middle school students are invited to make an appointment to meet with the Principal. The Principal decides whether placement could be likely.</p> <p>The student is invited to attend a shadow day. During the day, a placement test is given and the student's previous report card is evaluated.</p> <p>The Principal makes the decision as to acceptance status.</p>	<p>All interested students complete an application packet. With the application, the most recent transcript / report card, attendance record, and disciplinary record must be included. If a student receives special services such as special education or accommodations, the parent must disclose this at that time.</p> <p>All interested students are encouraged to spend a day shadowing.</p> <p>Parents of incoming freshmen are encouraged to take the placement exam in November. This test is only given once per year. If a student misses the test, the report card and interview are used in its place.</p> <p>The Principal and Head of School meet to determine whether or not the student is likely to be successful at the high school. If both are in agreement, the student will be offered an interview.</p> <p>Following the interview, the Principal and Head of School will notify the parents about the decision to accept.</p>

## ATHLETICS

A complete athletic handbook will be distributed to all athletes outlining policies and procedures.

In keeping with the school's mission, the intent of the athletic program is to supplement the overall school curriculum by helping students develop sportsmanship, integrity, leadership and character. We strive, each year, to make the MIAA's sportsmanship honor roll, which takes the cooperation of each student athlete and their families.

### **Athletics Administrative Design**

In the event that you need to communicate regarding your athlete, the following should be the chain of contact:

1. Contact the coach.
2. If the coach is unable to satisfy your inquiry, contact the Athletic Director.
3. If the athletic director is unable to satisfy your inquiry, contact the Principal.
4. If the Principal is unable to satisfy your inquiry, contact the Head of School.

### **MIAA Concussion Policy**

Any student athlete who exhibits signs, symptoms or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the practice or competition and must not return to practice or competition that day, and furthermore, shall not return to play until cleared, in writing, to the Athletic Director, by an appropriate health-care professional (as determined by the Department of Public Health). Whenever it is decided to disqualify a student-athlete from further participation for a suspected concussion or other injury, the person making that decision must communicate information regarding this matter with the injured athlete's coach and athletic director in a timely fashion.

### **COMMUNICATION**

In order to create the best educational atmosphere for all children, good communication is important. Speaking to the main office will usually solve any questions concerning schedules, lunch, busing, attendance, and other business questions. The main office is also the way to initiate communication with both the Principal and teachers. Teachers should be contacted only at the school, not at their home.. Please call the school to make an appointment, as the Principal and teachers are usually not available to meet at a moment's notice The administration and faculty will make every attempt to respond to phone calls and emails within 24 hours.

Parents are not allowed to enter a classroom without the permission of the Principal or main office. You must report to the main front office immediately upon your arrival to the building.

No parent will be allowed to go to a classroom until the teacher has been notified. PortalPlus web-based classroom portal (3-12), Progress Reports, Report Cards, letters, newsletters, and emails are sent home on a regular basis. The website [www.stmsaints.org](http://www.stmsaints.org) is updated regularly and contains information such as the handbook, homework, PTO, lunch menu, school calendar, student council news, bullying policy, curriculum, athletic schedule, etc.

Messages concerning early dismissal, and requests for homework assignments should be communicated to the school office by 9:00 AM .

If parents have a concern, or a complaint about a classroom situation or with a teacher, they should initially speak to the teacher before speaking to the Principal. . After initial contact with the teacher is made, and are not satisfied with his/her response or action, they should feel free to contact the Principal. If the parents contact the Principal first, he or she will in-turn speak to the teacher

before attempting to solve the problem. Upon request by the Head of School, the Principal, a teacher, or parents, a joint meeting can be held.

Teachers also have the right to request a meeting with the parents. In some cases, the teacher may meet with the parents on his / her own, or with the Principal, if he / she feels that it would be the best way to help the student solve the problem.

If after the above procedures take place, the parent feels that their concerns have not been addressed, then they may contact the Head of School.

## **DISCIPLINE**

Self-discipline and self-control are the objectives of the character formation offered at St. Mary's Parish School. To foster, encourage and develop self-discipline, general behavior rules are enforced in all grades. All students are expected to:

1. Respect members of the faculty and staff.
2. Respect the individual student and his/her rights and possessions.
3. Respect school property, including books, computers, and other materials, etc.
4. Be courteous and attentive in classes.
5. Conform to school and classroom regulations.
6. Be responsible for assignments given.

### **Anti-hazing Law**

Commonwealth of Massachusetts: Anti-Hazing Law

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

Whoever is a Principal, organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution of permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institutions compliance with this section's requirements than an institution issue copies of this sections and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges, or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the teams or organizations and to notify each full time student enrolled by its school, of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants and organizers of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall

promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any institution which fails to make such a report.

### **Bullying and Cyber bullying**

Bullying is the repeated use by a perpetrator of a written, verbal, or electronic expression, or a physical act or gesture or any combination thereof directed at a victim.

#### **Bullying**

- Causes physical or emotional harm to the victim or damage to the victim's property.
- Places the victim in reasonable fear of harm to himself or of damage to his property.
- Creates a hostile environment at school for the victim.
- Infringes on the rights of the victim at school.
- Materially and substantially disrupts the education process or the orderly operation of a school.

Cyber Bullying is repeated bullying through the use of technology or any electronic communication. Cyber Bullying includes but is not limited to:

- Any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transferred in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.
- Electronic mail, internet communications, instant messages, or facsimile communications.
- Cyber bullying shall also include creating or promoting a web page or blog in which the creator assumes the identity of another person and in which an individual(s) knowingly impersonates another person as the author of posted content or messages contained therein.

All Bullying shall be prohibited:

- On school grounds, property immediately adjacent to school grounds, at a school-sponsored event or related activity, function or program off of school grounds, bus stops, busses, or on technology owned, leased or used by the school.
- At a location or function that is not school related, or through the use of technology or an electronic device that is not owned, leased, or used by the school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process of the orderly operation of the school

.In accordance with HOUSE BILL No. 4571 St. Mary's Parish School will:

- Inform parents or guardians about bullying prevention.
- Post the school's Bullying Prevention Plan on the school web page
- Promptly respond to and investigate reports of bullying or retaliation which balance the need for accountability with the need to teach appropriate behavior.
- Have clear procedures for restoring a sense of safety for a victim and assess a student's need for protection.

- Have strategies for protecting a person from bullying or retaliation who reports bullying / provides information.
- Follow procedures consistent with state and federal law for promptly notifying the parents or guardians of a victim and a perpetrator; provided, further, that the parents or guardians of a victim shall be notified of the action taken to prevent any further acts of bullying; and provided further, that procedures shall provide for immediate notification by the Principal to the local law enforcement agency where criminal activity is involved and criminal charges may be pursued against the perpetrator.
- Provide a strategy for counseling or referral to victims, perpetrators, and for appropriate family members of said students.

### Elementary Disciplinary Code

CONDUCT	ACTION TAKEN
<ul style="list-style-type: none"> <li>• Violation of the uniform code.</li> <li>• Eating or chewing gum / candy during the school day (including in the bus room)</li> <li>• Being unprepared for class, including homework</li> <li>• Displaying disruptive behavior or talking during class time.</li> <li>• Treating school books, library books, or other materials carelessly.</li> <li>• Other offenses may be determined by a teacher or other staff member.</li> </ul>	<ul style="list-style-type: none"> <li>• Written warning issued to student, must be signed and returned to the teacher who issued it.</li> <li>• An accumulation of five warnings in each marking period will result in a written notice to serve detention.</li> </ul>
<ul style="list-style-type: none"> <li>• Willful destruction of school property</li> <li>• Insolence or disrespect toward staff members and or students</li> <li>• Bullying or aggressive behavior toward staff members and/or students</li> <li>• Inappropriate language towards other students or adults</li> </ul>	<ul style="list-style-type: none"> <li>• Immediate detention</li> <li>• Written detention form mailed home. Must be signed and returned the following day.</li> <li>• Any repeat of the offense will require a meeting between the teacher, Principal, parent / guardian and the student.</li> </ul>

For grades K-5, Detentions will be held in the cafeteria, for 3 consecutive days, during lunch recess on Monday – Friday. If student is absent on the day of their detentions, they are to service detention upon their return.

## **Middle School Disciplinary Code –**

Step One: Students will receive a written warning for the following offenses:

Throwing things in class, tardiness to class, unprepared for class, chewing gum, disruptive behavior, inappropriate behavior at recess, profanity or obscenity, dress code, violation, misuse of phone or technology, vandalism, skipping detention, misconduct at a school event, snowball throwing, cheating

Step Two: Upon the second consecutive occurrence of the same offense, the student will receive a detention

Upon the third warning of differing offenses, the student will receive a lunch recess detention.

Step three: Upon the second detention received, the parent / guardian and the student must meet with the classroom teacher and Principal to discuss the ongoing disciplinary issue.

Step four: If the behavior does not improve after meeting with the classroom teacher and Principal, the parent / guardian will meet with the Head of School to determine whether or not St. Mary's can accommodate the student.

For grades 6-8, Detentions will be held in the Library, for 3 consecutive days, during lunch recess on Monday – Friday. If student is absent on the day of their detentions, they are to service detention upon their return.

The following offenses will warrant an immediate detention and possible meeting with the Principal and Head of School: expulsion from class, skipping detention, stealing, fighting, verbal threats, harassment, racial remarks, physical assault, hazing, and bullying.

## **High School Disciplinary Code and Policy**

The Disciplinary Code and Policy applies to all school activities on school property, as well as to school sponsored events, including, but not limited to athletics, field trips, and extracurricular activities. Both teachers and administration reserve the right to take disciplinary action and issue teacher or office detention.

### **Detention (High School)**

Students can receive a “teacher detention” or an “office detention”. Teacher detentions are given for small infractions in the classroom and will be no longer than 15 minutes. They will be served on the same or following school day during lunch or after school and will not become part of the

student's permanent disciplinary record. Students skipping a teacher detention, or a repeat offense, for any reason will be given an office detention. Sports practices, games, work, and transportation are not valid reasons to skip a detention.

Office detentions are given for major infractions and will be served on the Wednesday and/or Friday afternoons from 2:19 – 3:00 immediately following the infraction. Detentions not completed by Friday following the infraction will be considered skipped. Office detentions remain in the student's file. Students skipping detention could serve a suspension. Sports practices, games, work, and transportation are not valid reasons for missing a detention.

Each time an office detention or disciplinary action is issued, parents / guardians will receive a copy of the disciplinary action that will remain in student's file. This will be sent in the mail. It must be signed and returned to the main office within three days. Failure to do so will result in a follow-up phone call and / or meeting with the school administration.

**Below is a non inclusive list of possible infractions warranting a disciplinary action.**

<b>Infraction</b>	<b>Action to be taken</b>
Profanity or obscenity	Teacher detention Repeat: office detention
Dress code violation	1 office detention and parents will be required to bring in a change of clothes within two class periods.
Disrespect or insubordination. Disrespect refers to discourtesy of any kind to any person. Insubordination means failure to obey staff, faculty, and administrators.	At the discretion of the teacher and/or administrator; 1 teacher detention or, 1 or more office detention or suspension
<b>Infraction</b>	<b>Action to be taken</b>
Skipping office detention	One extra office detention. Upon the third sequential skip, the student will be suspended for one day.
Skipping class, study, or assembly	1 office detention Parent immediately notified Missed work cannot be made up
Entering or exiting school building via gym, side or other entries beside the front door, except when directed to by teacher or administration.	1 offense, verbal warning 2 <sup>nd</sup> offense office detention
Inappropriate/nonschool related use of cell phones or other electronic devices	See Cell phone policy and Electronic device policy
Food or drink consumed outside of the cafeteria	1 office detention
Misuse of car privileges Parking outside of student area Going to car without permission	2 office detentions Upon the second offense a student will lose driving privileges for two weeks.

Excessive speeding Careless driving or horseplay	Upon the third offense a student will lose driving privileges for one calendar year.
Cheating on tests, quizzes, or exams and Plagiarism	Automatic failure of the work in question and office detention. Parent/guardian will be notified. Based on administrative investigation further action may be taken including student being placed on contract
Misuse of cafeteria privileges (throwing food, shaking vending machines, disrespect of volunteers, employees, lunch staff)	1 office detention A second offense will result in the loss of cafeteria privileges for one week. A third offense will result in the loss of cafeteria privileges indefinitely.
Possession of cigarettes or tobacco products	1 office detention
Smoking or tobacco use (including chewing) on property or at school sponsored events	2 office detentions (1 day suspension upon second offense)
Truancy	At the discretion of the administration
Stealing property	Minimum of 1 office detention at the discretion of the administration Restitution or return must be made
<b>Infraction</b>	<b>Action to be taken</b>
Vandalism or defacing school property, property belonging to school personnel, property belonging to other students, or church property	Detention or suspension at the discretion of the administration based on degree of offense Student may be placed on contract Restitution must be made
Under the influence of alcohol or illegal substance at school or a school related event	Minimum 3 day suspension Immediate parent / teacher conference Contract for the remainder of the school year May be required to attend substance abuse counseling Second offense is an automatic expulsion
Misconduct at a school sponsored event that requires a student to be asked to leave	2 office detentions
Unsportsmanlike conduct a sporting event This applies to both athletes and fans	2 Office detentions Athletes will also serve a two game suspension from their team.
Misuse or destruction of school technology or lab equipment	Progressive: from teacher detention to office detention at the discretion of administration based on severity of infraction. In serious cases, a student may be asked to withdraw from the class

Harassment, Sexual Harassment, Racial slurs or attacks on a person's heritage or sexual orientation	At minimum a 3 day suspension Immediate parent conference Contract for the remainder of the year Possibility of expulsion at the discretion of administration.
Verbal threats against any person	At minimum a 3 day suspension Possibility of expulsion at the discretion of administration.
Fighting, physical assault and battery:	Due to the legal nature of these terms, each case will be investigated individually by administration:  Minimally automatic suspension from school with length at the discretion of the school administration Contract for the remainder of the year Possibility of expulsion at the discretion of administration.
<b>Infraction</b>	<b>Action to be taken</b>
Possession or selling of drugs, explosive devices, firearms, or any weapon on the grounds of the school or at a school sponsored event	Automatic expulsion
Hazing	Automatic expulsion

Students may request to appeal or reduce disciplinary action given, if the application to appeal is filed within 3 academic days of the infraction. At the request of the student and at discretion of the administration, a student may also be given an opportunity to make amends by performing community service and to have certain detention records removed from their official record. Students receiving this privilege must demonstrate good behavior by steering clear from the initial infraction and getting into no other trouble for at least 30 academic days. One hour of service will equal one detention. Any student, who breaks good faith and receives detentions after the initial detention has been worked off, will lose the privilege of reducing detention records for the remainder of the school year.

### **Search of Lockers, Cars, and Phones**

Lockers and other school property remain under school control at all times. School officials reserve the right to search the contents of lockers or cars parked on campus (or at a campus event) at any time. When a student's phone or other electronic device is confiscated, school officials have the right to view the contents of the phone, including such items as photos, text messages, etc, if they have a reasonable suspicion that the phone or device has been used in violation of school

policy. Appropriate disciplinary action could follow as a result of the findings of locker, car, and phone searches.

## **DRESS CODE**

Good personal hygiene and neat appearance are an essential part of our school. Violating these norms of neatness and cleanliness, even though conforming to specific uniform guidelines is unacceptable. Hair must not be unkempt nor an unnatural color. Hair Style should be moderate, and extreme hair styles are not considered acceptable. Because some interpretation or judgment in these matters is obviously necessary, the administration of the school will be the final arbitrator of what is or is not acceptable

### **Regular Uniforms**

The administration may discipline any student when, in his / her judgment, is wearing inappropriate apparel. If a student is out of uniform, the parent or guardian will be called to bring in the appropriate clothing.

### **Elementary and Middle School Uniforms/Dress Code**

#### Skirts and Jumpers (girls)

- Plaid jumpers or golf shirt style dresses.
- Plaid skirts or kilts.
- Skirts and skorts navy blue or khaki – no denim
- Navy blue or khaki jumpers
- Tights must be worn with skorts or skirts between November 1<sup>st</sup> and the Friday before Spring vacation. (white or navy blue)

#### Pants (girls and boys)

- Dress pants in navy blue, gray, or khaki; no pants or khakis that look like jeans, no baggy or low-riding pants, no hip huggers or joggers.
- Polyester, cotton, or corduroy is acceptable – no denim.

#### Shorts (girls and boys)

- Golf or Bermuda shorts in navy blue, gray, or khaki. These must be no more than two inches above the knee.
- Cotton twill or polyester cotton is acceptable – no nylon, denim or multiple snaps
- If belts are worn, (pants or shorts) they must be brown, black, navy, or tan.
  - o Belts are not required as long as shorts/ pants are able to stay up.

- Shorts may be worn from the first day of school – October 31<sup>st</sup> and from the Monday after April vacation to the last day of school.

Shirts (girls and boys)

- May be purchased through New England Sports and Apparel.
- Colors: white, grey, black, light blue, navy blue, pink
- Styles: Golf, Rugby, Oxford
- Shirts must be tucked in K-8

Sweaters and sweatshirts (girls and boys)

- White or navy blue pullover or cardigan sweater (STM logos are not required)
- St. Mary's School issued sweatshirts only.
  - o No oversized sweatshirts are permitted.

Footwear (all)

- No open toed shoes or sandals are allowed.
- No open backed shoes are allowed.

**High School Uniform/Dress Code (girls and boys)**

Pants:

- Uniform style dress pants in **KHAKI**.
- No baggy, skinny, low riders, hip huggers or joggers.
- Polyester, cotton, or corduroy is acceptable – no denim

Shorts:

- Golf or Bermuda shorts in **KHAKI**. These must be more than two inches above the knee.
- Cotton twill or polyester cotton is acceptable – no nylon, denim or multiple snaps
- If belts are worn, (pants or shorts) they must be brown, black, navy, or tan.
  - o Belts are not required as long as shorts/ pants are able to stay
- Shorts may be worn from the first day of school – October 3<sup>1st</sup> and from the Monday after April vacation to the last day of school.

Shirts

- May be purchased through New England Sports and Apparel.
- Colors: white, grey, black, light blue, navy blue, pink
- Styles: Golf, Rugby, Oxford

Sweaters and sweatshirts

- White or navy blue pullover or cardigan sweater (STM logos are not required)
- School issued sweatshirts. Collared or non collared
- No oversized sweatshirts are permitted.

Footwear (all)

- No open toed shoes or sandals are allowed in chemistry lab.

## **Elementary and Middle School Gym Uniforms**

Students may wear their gym clothes to school on the day of their gym class. From November 1<sup>st</sup> – the last day of school before Spring Vacation, they must wear long pants and a long sleeved sweatshirt. A T-shirt may be worn under the sweatshirt. No jeans are allowed. From the first day of school – October 31<sup>st</sup> and from the Monday following Spring Vacation – the end of the school year, they may wear shorts to school for gym class. Students are to come prepared for indoor and outdoor activities.

Acceptable gym clothing is listed below:

- Shorts of appropriate length, at least to mid thigh, loose fitting and not baggy, no denim
- Leggings or Yoga Pants, allowed only with a shirt that reaches to at least midhigh.
- T-shirt with no offensive pictures or words
- Sweatpants or nylon running pants
- Sweatshirts or gym shorts. Shorts must be no shorter than ½ way between the thigh and knee.
- Sweatshirts with no offensive language or pictures
- Sneakers, tied or Velcro, no step-ins
- Socks
- Shirts must be long enough to be tucked in, when necessary

A warning will be issued for any student not having appropriate clothing for gym. All students may wear their gym clothes in school all day. Students may not wear dangling earrings or watches during gym period. If they wear these to school, they must leave them in the classroom or take them off when changing clothes. The teachers will not be responsible for jewelry.

## **Dress Down Days:**

If a dress down day is granted: Students are encouraged to dress comfortably and appropriately, conforming to the following limitation.

- High school students are not allowed to wear dresses, skirts, or jumpers of any kind.
- No pants with rips, holes, fringe or frayed edges.
- Leggings or Yoga pants allowed only if over shirt reaches at least mid thigh.
- No hats, bandanas, visors, coats, gloves, mittens, ear muffs, etc...
- No tight shirts, midriff shirts, spaghetti straps, or tank tops. (Loose fitting, sleeveless shirts with a 2-3" shoulder are allowed)
- No shorts that are skin tight or shorter than mid thigh.
- No clothing with slogans, advertising or innuendos for alcohol, drugs, tobacco or other inappropriate language,

If a student's attire is deemed inappropriate it will be considered a dress code violation and the appropriate action will be taken for the infraction..

## **Piercings and Tattoos**

- Body Jewelry: Saint Mary Parish School does not permit the piercing of any other body part than the ears. Students with facial or other piercings will be asked to remove or cover them up.
- Tattoos: St. Mary's Parish School requires that students refrain from showing visible tattoos at all times. All tattoos must be covered by clothing.

Because some interpretation or judgment in these matters is obviously necessary, the administration of the school will be the final arbitrator of what is or is not acceptable

The administration reserves the right to amend the dress code at any time.

## **EMERGENCY INFORMATION**

### **Emergency Cards**

In case of an emergency, each student is required to have the following information on file:

1. Parent's / guardian's name
2. Complete up-to-date address
3. Home phone and parent's / guardian's work phone/cell phone
4. Emergency phone number of a friend or relative
5. Physician's name and phone number
6. Name of the hospital the child should be taken to in an emergency
7. Medical alert information
8. Insurance information

At the beginning of the school year, parents/guardians are required to complete an Emergency Procedure Card for each child. In order to contact you for both emergency and administrative purposes, it is important that each student maintain an up-to-date phone record at the school office. Notify the school immediately if there is a change of address or home/work phone numbers during the school year.

St. Mary's uses the CONNECT-ED one-call system to keep parents notified of pertinent school information. Preferred phone must be indicated.

### **Crisis Planning**

The school has a campus wide crisis plan in place that has been approved by the Westfield School Department, Westfield Fire Department, and Westfield Police Department. In the event of a fire, lockdown, shelter-in-place, or evacuation, campus wide plans will be initiated. The school

practices regular drills in-house and with city officials to be as prepared as possible in the event of an emergency.

In the event of an evacuation, it will be determined by the City whether or not our students will be bused or walk to the specified location. In all locations, we will have access to a telephone, bathroom and water. Each teacher has a walkie-talkie or cell phone for communication. First aid kits will be on-hand. Our emergency cards will remain with us at all times. A duplicate set of emergency cards has been placed at the Rectory. As soon as we are able, the school will contact the police department, fire department, rectory, Westfield School Department, Diocesan Office, and local media to keep all informed of our status. We will use our one-call system to keep you updated as frequently as possible. Once it is deemed safe for you to come to the location to retrieve your child, we will contact you to do so. We will not be able to reunite you with your child until the situation is under control. Countless measures are taken every day to keep the children as safe as possible.

### **Inclement Weather**

School closings or delays are determined by the Westfield School Department. The decision to close or delay school is made by 5:30 am. Parents are advised to listen to local television or radio stations for this information. Other information concerning closings, delays, or early dismissals from WPS will be distributed to families in the fall.

### **Insurance**

Each child is required to have some type of insurance coverage. St. Mary's sponsors a student accident insurance plan and each parent/guardian must declare in writing if they want their children to be covered by that insurance at the beginning of each school year when the insurance forms are issued. Diocesan policy 5530 states that all schools should offer accident insurance to students.

Parents/guardians preferring another insurance arrangement should explicitly indicate in writing that the family has adequate coverage and that the school will be held blameless in case of an accident in school or on school property. Written documentation of a parent's/guardian's group insurance plan is kept on file on the Emergency Card filled out at the beginning of the year.

## **EXTRACURRICULAR ACTIVITIES**

St. Mary's offers a variety of activities and programs to complement a student's academic formation. Through athletics, clubs, and service activities, students will gain a number of social skills which will help them in the wider community. These activities may vary from year to year based on student population and interest.

St. Mary's School requires its students to maintain a 'C' average and a G.P.A. of no less than 1.67 in order to participate in any club, service or sports program. No student with an 'F' in any course will be allowed to participate in any club, service or sports program. Furthermore, students on behavioral contract are ineligible to participate in extra-curricular activities.

Extracurricular activities at the elementary school include: Athletics, Drama Club, Student Council, Wright Flight and National Junior Honor Society.

Extracurricular activities at the high school include, but not limited to: As Schools Match Wits, Community Service/Key Club, Debate, Drama, Respect Life, National Honor Society, and Student Council. Athletics include: soccer, basketball, tennis, golf, baseball, cross country, ice hockey, lacrosse. The Athletic Director provides all students with a handout which outlines school policies that adhere to P.V.I.A.C and M.I.A.A. rules and regulations.

### **Clubs and Class Officers**

Qualifications for Class Officer/Club Officer

1. Candidates must have a minimum grade point average of 1.67 and no 'F's' during the current year. Freshmen will elect their class officers after the first marking period.
2. Candidates must have exemplary behavior, no more than 4 demerits, good attendance record and no more than 3 unexcused tardies.
3. Candidate's class dues must be paid and up to date.
4. Nomination papers/forms must be obtained from class / club advisors.
5. The same procedures used for qualifications of class officers will be used for the election of club officers.
6. Elected candidates must sign an Agreement Form with the Faculty and Administration, adhering to the above mentioned qualifications as a representative of St. Mary's Parish School. The form will be maintained in the office.
7. All club officers and members must review and adhere to all anti hazing and bullying laws

### **Dance Policy Rules**

Dance Policy rules are to be strictly adhered to. The current policy will be obtained in the main office prior to the dance.

Administration reserves the right to update or modify these policies as needed.

### **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. Students ineligible for extra-curricular activities due to disciplinary issues or academic ineligibility may not be permitted to attend the trip.
4. All grades, levels, and classes do not have the same number of field trips.
5. An informed consent form signed by the parent is required before a student will be permitted to attend. No student may attend without this form on record. Verbal permission via telephone will not be accepted.
6. Students participating in a field trip must ride the school transportation to and from the activity.
7. All school rules apply (including rules regarding cell phones and other technology) while on a field trip.
8. All chaperones must be C.O.R.I.-checked.

### **Playground Rules**

Students are to remain on the blacktop area behind the elementary school or in the playscape during recess/lunch period. Different areas may be off-limits depending on the weather and teacher discretion. Dangerous activities, misuse or destruction of playground equipment will not be permitted. Teachers are on duty during recess/lunch times. Schedule for use of the playscape will be on a rotating basis. The number of students allowed on the playscape at one time will be determined by the administrator, faculty and staff. Rules established by the faculty and students are as follows:

#### **Playground Rules**

1. Treat others with kindness.
2. Stay in fenced in areas.
3. Treat others with respect: no pushing, no shoving, no bullying, no hitting, and no cutting in line.
4. Use kind and/or respectful language.
5. Take turns and share equipment.
6. Includes all students in games.

#### **Playscape Rules**

1. No balls, toys or food in the playscape area. ( Use tables)
2. No standing on the benches or picnic tables
3. No throwing wood chips

## **FUNDRAISING**

A large portion of what makes our schools so successful is the part in which our families play. While some parents can contribute more financially, others can volunteer their time and talents. We welcome your gifts. With your help, our schools are able to thrive. Fundraising at St. Mary's Parish

School is handled through the Advancement Office, the elementary school PTO, and the high school.

Groups who participate in fundraising must have their fundraisers approved by the Head of School and the Director of Advancement before May 30<sup>th</sup> of the preceding school year.

#### Annual Events to Benefit both Schools

- Win/Win Calendar Lottery (November –December)
- Wine Tasting
- Auction (March or April)
- Golf Tournament (June)

The P.T.O. may hold additional fundraisers throughout the school year. Information is sent home through the newsletter at the start of the school year.

Some high school clubs will do in-school fundraisers or small fundraisers approved by administration.

### **HEALTH AND WELLNESS**

#### **Medication**

Diocesan Policy 5513 states that school personnel are never permitted to administer medication except in cases of emergency when it will be administered by persons trained for this specific purpose. If a school nurse is not available, the parents/legal guardian or adult designated by them must come to school to administer medication. Parents/legal guardians are encouraged to work out a schedule whereby medication is administered before or after the school day. If medication is mandatory during school hours, the following steps must be in place:

1. Written orders from the student's physician.
2. Written request/authorization from the student's parents.
3. Medication, in a pharmacy labeled container, should be delivered to the school by a responsible adult.
4. One week's supply should be brought to the Administrative Assistant's office each Monday.
5. The bottle of medicine shall be issued by a pharmacist; the label shall have:
  - a. The name of the student.
  - b. The name of the doctor.
  - c. The name and strength of the medication.
  - d. The amount of each dose.
  - e. The schedule for the administration of the medication.

The school provides qualified nursing daily for our students. Our registered nurse is available on campus from 9 am – 1 pm throughout the school week.

When the school receives medication for a student two forms need to be completed. They are as follows: Medication Administration and Emergency Care Plan Form and Parental Consent and

Medication Order Form. Diocesan policy 5510 states that each school shall comply with local Board of Health and Commonwealth of Massachusetts regulations regarding immunizations, communicable diseases, administering medications and physical examinations.

### **Immunizations**

Diocesan policy 5510.1 is as follows: State law requires immunization against Hepatitis B, varicella (chicken pox), diphtheria, whooping cough, tetanus, measles, mumps, rubella and polio . Children must also be tested for the presence of lead. Parents are required to present certification of immunizations when they register children in school for the first time.

A student shall be admitted to school without required immunizations upon certification by a physician, who has personally examined the student, that the student's health would be endangered by any of the immunization series. Such certification shall be submitted at the beginning of each school year to the health authorities in charge of the school health program.

### **Illness/Injury**

In case of illness or injury, a child will be cared for temporarily by a member of the school staff. Basic first-aid treatment will be rendered. If emergency treatment is necessary, parents/guardians will be contacted. If a parent/guardian or other designated person is not available, the child will be taken to an emergency room. The faculty and staff of STMES are CPR and First Aid certified. Parents/guardians must complete an Emergency Procedure Card each year and notify the school office immediately of any change of information.

## **PARENT TEACHER ORGANIZATION**

St. Mary's Parish School recognizes one Parent Teacher Organization with two subcommittees. During the summer the group will meet with the Head of School and Director of Advancement to set fundraising goals and the fundraising schedule. All activities, purchases, and fundraisers, are presented to the Head of School in advance.

The PTO was established to provide a channel of communication between parents, teachers and the administration of St. Mary's Parish School in order to promote the general well being of the students. The specific goals of this organization are to:

1. Raise the necessary funds to provide for additional educational opportunities for the students.
2. Provide opportunities for all concerned individuals to come in contact with ideas which will promote the educational, moral and spiritual development of the student at home and at school.
3. Direct and coordinate parental support to the school through assistance with activities, social functions, and fund-raisers.
4. Raise the consciousness of the parents regarding local, state, and federal legislation that affect Catholic schools as well as the lives of students and parents.

All parents are members of the PTO and are encouraged to actively participate. A list of meeting dates and times is given out at the beginning of the school year.

### **SCHOOL BOARD**

The School Board, established by St. Mary's Parish with the approval of its pastor, shall have as its primary concern the ministry of Catholic School education: the spiritual, intellectual, physical, emotional and social development of the students. The Board, operating under the guidance of the School Board of the Diocese of Springfield and in conformity with the Diocesan School Office, shall concern itself with policy matters pertaining to the general excellence of education at St. Mary's Parish School.

### **TECHNOLOGY**

#### **Cell Phones and Electronic Devices**

**K-12 Policy:** Students are not allowed to use the cell phone function in school. This includes calling, texting, social media, etc... However, students can use their phone in a class, as an educational tool, as directed by their classroom teacher. Any cell phone use beyond what is directed and overseen by a classroom teacher will be considered an infraction and the cell phone technology infraction policy will be enforced.

**K-8 Policy** Students must turn in their cell phones to their HR teacher at the start of the day. If a teacher wishes to implement their use as an educational tool, they will return them to the student for that activity. Otherwise, cell phones will be returned at dismissal. It is the responsibility of the student to retrieve their phone before leaving

#### **K-12 Cell Phone and Other Electronic Technology Infraction Policy**

	Elementary Middle School	High School
First Offense	<ul style="list-style-type: none"> <li>• Device is confiscated.</li> <li>• Device will only be returned to the parent / guardian.</li> <li>• Written warning issued.</li> </ul>	<ul style="list-style-type: none"> <li>• Device is confiscated.</li> <li>• Device will only be returned to the parent / guardian.</li> <li>• One office detention will be issued.</li> <li>• If the student is found to be using it during class time, the student will be sent to the office for the remainder of the period and will not be allowed to make up their missed work.</li> </ul>
Second Offense	<ul style="list-style-type: none"> <li>• Device is confiscated</li> <li>• Device returned only to parent / guardian.</li> <li>• Detention is given</li> </ul>	<ul style="list-style-type: none"> <li>• Device is confiscated</li> <li>• Device returned only to parent / guardian</li> <li>• One day of in-school suspension</li> </ul>

<p>Third Offense</p>	<ul style="list-style-type: none"> <li>• Device is confiscated</li> <li>• Device returned only to parent / guardian.</li> <li>• Two detentions are given</li> </ul>	<ul style="list-style-type: none"> <li>• The same consequences outlined for the first offense</li> <li>• Student may sent home for the remainder of the day.</li> <li>• Student may be required to serve one additional day of external suspension</li> </ul>
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**Telephone Calls**

If students need to call home , they may use the office phone. The office phone is a business phone. Students will not be called out of class for phone messages, unless it is an emergency.

Parents must not contact their son or daughter by cell phone during the school day. This includes the sending of text messages. All communication will be made through the main office of the school. Students receiving calls or text messages will still be subject to the penalties above.

If a student is feeling ill, they should report to the main office and will receive attention from the nurse. Students are prohibited from calling home from the restroom and requesting to be dismissed. Students, who do so, will be subject to the penalties above.

**School 1:1 Netbook Program.**

All St. Mary’s Parish School Middle and High School Students will be issued a school device. Devices will not be issued until the following acceptable use and regulation policies are signed.

Students wishing to take the devices home must have purchased laptop insurance through the school.

Students must have on file a signed copy of *St. Mary’s Parish School Laptop and & Internet Acceptable Use Policy* and *Laptop Home Use Rules & Regulations*.

All students using school computers, faculty, staff, and guests are also held to the standards below.

**St. Mary’s Electronic Use Policy (Adapted from NCEA’s From the Chalkboard to the Classroom)**

1. Students recognize that all computer users have the same right to use the equipment; therefore they will not use the computer for non-academic purposes. They will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When they are in the media center, they will talk softly and work in ways that will not disturb other users. They will keep their work area clean and will not eat or drink while at the computer.

2. Students recognize that software is protected by copyright laws; therefore, they will not make unauthorized copies of software and will not give, lend, or sell copies of software to others. They understand that they will not be allowed to bring software applications, games, or CD-ROMS from home to be used on school equipment.
3. Students recognize that the work of all users is valuable; therefore, they will protect the privacy of others by not trying to learn their password; they will not copy, change, or use files from another user without prior permission from that user; they will not attempt to gain unauthorized access to system programs for computer equipment; they will not use computer systems to disturb or harass other computer users or use inappropriate language in any communication.
4. Students will honor St. Mary's Parish School's procedure for the storage of information. They realize that after prior notice has been given, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.
6. As a user of a network, students will not use social media, bulletin boards nor chat lines for personal use. In addition, they will not reveal their personal information, home address, or personal phone number or those of students, teachers, or staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. The use for product advertisement or political lobbying is also prohibited.
7. The use of the computer is a privilege and is not a right. Inappropriate use will result in a loss of these privileges.

## TRANSPORTATION

### Bus Conduct

School bus transportation is available for Westfield school children living a designated distance from the school. The schedule, routes, times, and rules are determined by the School Department of the City of Westfield.

Student behavior on the school busses should be exemplary at all times. The following rules of behavior have been established in order to insure the safety of all students who ride the busses.

1. Use only the bus and the bus stops assigned.
2. Behave properly at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Keep the aisles and exits clear.
5. Use quiet voices.
6. Follow the directions of the bus driver.
7. Enter the bus and leave the bus in an orderly manner.
8. Keep head and arms inside of the bus.
9. Never throw anything in the bus or out the windows.
10. Never eat or drink on the bus.

Children who break any of the above rules will receive a Bus Conduct Report issued by the driver. The Principal will make contact with the parent and speak to the student. Continual abuse of bus rules will result in denial of bus transportation.

In order for a student to ride another bus or get off at another bus stop, other than the one assigned, a parent must write a note [and said note] must be delivered to the main office before homeroom. The city of Westfield does not allow the changing of busses during the first three weeks of school. Only students who qualify for bussing, according to the City of Westfield, may ride the busses.

The following rules are pertinent to indoor dismissal rules and are specific to elementary and middle school students:

1. The Student Leaders will announce the bus number to the teacher.
2. There are to be no toys, no headphones, and no cell phones used in bus room.
3. The children are to leave the chairs, furniture and room the way they found it.
4. The children are to have no food or drinks at bus duty.
5. If there are any problems, they should be reported to the Principal.
6. Students may work on homework.

## **Drop off and Pick up**

### **Elementary and Middle School:**

Morning drop off takes place from 7:40 am – 8:00 am. Enter along Mechanic St. from the far parking lot entrance. Go straight if you plan on parking. Parents who are walking their children across the parking lot can park behind the cones. When you exit, go out along Birge Avenue. Stay along the fence if you are simply dropping off. Try to drive down to the drop off zone. Stay in single file and be attentive to children. Exit by the dumpsters back onto Mechanic Street. As you enter the parking lot, please be attentive to those who are leaving. We can lessen the congestion if people are kind and let cars out. Always be attentive to other cars and especially watch out for pedestrians. If you are staying at the school for any reason, please park in one of the visitor spots or any other spot not reserved for teachers. Please be aware of congestion and drop off your student as quickly as possible. Please do not park blocking the front lot nor on Mechanic Street near the school. Note that the sooner preschool, kindergarten and new parents can leave the school the better. The more parked cars there are, the harder it is for traffic to move along smoothly. Remember, students of both schools are being dropped off at the same time.

**High School:** Morning arrival of high school students takes place from 7:15 am - 7:55 am in the front of the high school building via the Bartlett St. Entrance between 7:15 and 7:30. After 7:30, drop off follows the K-8 directions above. High School Students who have driving privileges, will park behind the gym, or as directed by administration, but students must enter and exit the school via the front door, not the gymnasium or other doors. Students entering or exiting the parking lot through the gymnasium or other doors beside the front entrances will receive disciplinary action.

Afternoon dismissal takes place at 2:15 p.m. for the elementary school and 2:19 p.m. for the high school. Elementary students are released by class from the back stairs as directed by a teacher. Parents are welcome to wait for their children beginning at 2:00 p.m. Please enter the school yard by the back gate (corner of Mechanic Street and Birge Avenue). Line up along the white parking lines as close to the elementary school building (facing the school) as possible. At dismissal, please get out of your car, so you can escort your child/children back to your vehicle. **FOR THE SAFETY OF THE STUDENTS, DO NOT** begin to drive away until a parking lot attendant, one of the teachers, gives you the sign to do so. You must park facing the school. Do not leave spaces in the middle of the school yard. Follow instructions, stay in line, and drive slowly and carefully.

### **Parking Lot Guidelines**

We are always trying to give our elementary school students as large a recess space as possible, while affording the maximum number of student and faculty parking spaces. We ask all parents and visitors to respect the signs for handicapped and teacher parking. There are a few visitors parking spots reserved in our front lot. Additional parking should be available in the main lot, as well as along the street. Please note the street signs; Westfield enforces its parking restrictions.

## **HEAD OF SCHOOL 'S RIGHT TO AMMEND**

In addition to policies already stated, all policies in the handbook apply to our Afterschool Program, Preschool Program, and Extra-curricular activities, as well.

Though this handbook was created with great forethought and care, situations and / or issues will arise that were not anticipated or that for some unanticipated reason our handbook does not delineate. The school administration is the final recourse for the settling of these instances. The Administration also reserves the right to amend this handbook for just cause. Parents will be given prompt notification if changes are made.

STUDENT HANDBOOK ACKNOWLEDGEMENT

PLEASE SIGN AND RETURN TO THE MAIN OFFICE

We, the undersigned parent / guardian and student, hereby acknowledge that we have read, understand, and are in accord with the content of all the policies and procedures detailed in the St. Mary's Parish School Handbook. We understand that the school expects that each student, who accepts admission to the school, will comply with the rules and regulations set forth in the handbook. The Administration has the exclusive right to set and change policy and make all school-based decisions. We agree to abide by the school's policies and those decisions made by the Administration.

Students who reach the legal age of majority agree that the parents/guardians remain as a party to this contract. In all matters where parental authorization and responsibility is required for the student who is a minor, the same shall remain in force as a matter of contract during the student's enrollment here even though the student has reached the age of majority.

Student Name: (Printed)

Student Signature: \_\_\_\_\_

Grade: \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

**This form must be returned to the office no later than Friday, October 2, 2016.**