

ST. MARY'S PARISH SCHOOL
STUDENT & PARENT HANDBOOK
2017 - 2018

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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.

SCHOOL HISTORY

The History of St. Mary's Parish School

Under the leadership of our fourth pastor, Father James Donohue, St. Mary's School opened in September of 1898 and was dedicated by the second bishop of Springfield, Thomas Daniel Beaven. There were 150 children enrolled in the school and they were taught by five Sisters of Saint Joseph. A high school was added to the school the following year when a student named Nellie Roache insisted that she wanted to remain at St. Mary's to finish her education. In 1903, she became our first graduate.

With increased enrollment and a demand for more space over the ensuing years, 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, our ninth pastor, Monsignor Shea, bought the Westfield Trade School which was next door to the elementary school and it became St. Mary's High School. As a further sign of its commitment to Catholic education, a Kindergarten program was added in 1979. In 2007, a four-year old pre-school program was added, followed by a three-year old program in 2012.

In the fall of 2013, Saint Mary's Parish School was born as the elementary and high schools merged under one administration. By joining both schools together, Saint Mary's returns to its founding principle of providing a comprehensive education to students of all ages in one community.

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. Saint Mary's Parish and School have provided the Church with 22 priests and 38 religious sisters.

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 of Springfield 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.

SPIRITUAL LIFE

Fostering the spiritual growth of each student is an essential part of our mission as an institute of Catholic education. We welcome students of all faiths into our community as our brothers and sisters.

We attend Mass with the parish community each month and a chapel with the Blessed Sacrament is located in the high school. The Eucharist is truly the source of our unity and the highest possible worship of God. The priests and deacons of the parish are engaged in the spiritual life of the school, assisting the staff in making God present to our students.

We begin each day with a prayer to foster an awareness of the presence of God in the lives of our students. We sponsor retreats for grades 8 and above to allow for an extended spiritual experience. We plan seasonal activities, such as the May Crowning, Stations of the Cross, and Living Nativity to expose students to the significance of traditional devotions.

We engage in outreach efforts both within our community and outside of it. We sponsor drives and fundraisers, encouraging students to be fully engaged in works of charity and mercy. As students grow and become more independent, they are required to participate in community service of their choosing outside of school.

The school assists in preparing students for the sacraments of reconciliation, first Eucharist, and confirmation in conjunction with the parish's Office of Religious Education. We also assist students who wish to become Catholic through the parish's RCIA program.

The spiritual program of the school spans all grades and extends to every classroom and activity. Jesus Christ is the reason for our existence as an educational institution and we take seriously our mission to assist our students and their families to grow spiritually.

ADMISSION

Neither faith, race nor national origin prevents a student from attending. St. Mary's Parish School 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.

FINANCIAL AID AND TUITION

Tuition Assistance Subsidies

Elementary School		High School	
Preschool (5 Day)	\$5,800.00	Grades 9-12	\$8,200.00
Pre-Kindergarten	\$5,800.00	International Students	\$16,000.00
K-8	\$4,750.00		

Diocesan Aid is available to eligible families. Apply on-line at 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.

COMMUNICATION

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.

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.

You must report to the main office of the Elementary School/High School upon your arrival to the building. Parents are not allowed to enter a classroom without the permission of the Head of School, Principal or main office staff.

PlusPortals web- based classroom portal (4-12), Progress Reports, Report Cards, letters, newsletters, and emails are sent home on a regular basis. The website www.stmsaints.org is updated regularly. Please check with your teachers regarding their primary way of communicating. In addition, messages concerning early dismissal should be communicated to the school office(s) as early as possible.

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.

ATTENDANCE

Success at school requires consistent attendance.

STARTING TIMES AND DISMISSAL

High School Level:

- School opens at 7:30 AM.
- Homeroom bell is at 7:55 (students must be in their homeroom). *
- Dismissal is at 2:19 PM.

Middle School Level:

- Teacher on duty at 7:40 AM.
- Students enter building at 7:45 AM.
- Homeroom bell is at 7:50 (students must be in their homeroom). *
- Dismissal is at 2:15 PM.

Elementary School Level (K-5) :

- Teacher on duty at 7:40 AM.
- Students enter building at 7:55 AM.
- Homeroom is at 8:00 (students must be in their homeroom). *
- Dismissal at 2:15 PM.

Early Childhood Level:

- Classroom doors open at 7:50 AM.
- Dismissal is at 2:00 PM.

Frequent absences and habitual tardiness are detrimental to a student and their studies. Therefore, regular and punctual attendance is expected of all students.

Excused Absences:

- Personal illness (note required from a doctor after 3 days).
- Death in the family.
- Serious emergency.
- College visits/prearranged field trip.

Unexcused Absences:

- Vacation during academic school year.
- Truancy.

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.

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.

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 10th 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.

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 High School Level-

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
 - c. Juniors – Two midterm exemptions, two final exemption
9. Seniors – Two midterm exemptions, three final exemptions Reminder: All exemptions must be teacher approved.
10. 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.

ACADEMIC PROGRESS REPORTS AND REPORT CARDS

The faculty and administration strive to keep an open line of communication between school, students and parents/guardians. Grades 4-12 students' grades are on *Plus Portals*. Please check your child(rens') progress regularly. Parents/guardians should contact the faculty with their concerns about grades. Early Childhood through Grade 3 teachers early fall conferences are offered.

Report cards are distributed four times a year Grade 4-12, three times a year for Kindergarten, Grades 1, 2, 3 and Early Childhood have progress reports three times a year. Please note High School report cards are mailed to the parents/guardians.

Elementary School / Middle School	High School
<ul style="list-style-type: none"> • PlusPortals, our electronic grading communication program, is used in Grades 4-8. Parents can access student progress at any time. • Reports cards are sent home to the parent/guardian: <ul style="list-style-type: none"> • PreSchool- PreK, twice a year • K-2 three times a year • Grades 3-8 on a quarterly basis; approximately every ten weeks • Grades 5-8 Honor Roll is determined on a quarterly basis. 	<ul style="list-style-type: none"> • PlusPortal, our electronic grading communication program, is used in Grades 4-8. Parents can access student progress at any time • Progress Reports are sent home midway through the quarter each term. • Report cards are sent home on a quarterly basis; approximately every ten weeks. • 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".

Grades 4-12 students grades are on Plus Portals. Please check your child(rens') progress regularly. Early Childhood through Grade 3 teachers will offer early fall conferences.

Academic Requirements for Promotion, Retention, and Graduation

Elementary and Middle School Level Requirements for Promotion

- 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.
- Retention should take place only if there has been adequate evaluation and documentation that indicate that a student would most likely profit from retention.
- If this is the case, the retention should occur as early as possible in a student's educational career to achieve the desired effect.
- 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.
- Ordinarily, parents will be consulted by mid-year if retention is considered probable by the Principal and teacher.

High School Level Requirements for Promotion and Graduation

- If a student fails two subjects, he / she will not be allowed to return.
- 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.
- Seniors will not be allowed to repeat their senior year.

REQUIRED COURSES - CREDITS/UNITS

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 rd recommended
	<ul style="list-style-type: none"> • A total of 30 hours of community service per year. • Required attendance at Senior Retreat. • Participation in Class Night and Graduation.

SCHOOL POLICY ON RESCHEDULING OR DROPPING COURSES

There will be no rescheduling or dropping courses after the 3rd week of school. Exceptions will be made for those students desiring an advanced course in the subject area.

Early Childhood Level – Grade 8 Procedures	High School Level 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>Students’ review academic performance will be evaluated and a placement test may be given.</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>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>

Virtual High School (VHS) Policy-

Students taking VHS will be required to use their dedicated school time to work on their VHS class. This dedication time is not a study, or 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 teachers 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 students’ progress and grades will be the liaison between the VHS teacher and the student.

DISCIPLINE

Elementary Level, Grades 3-5 Disciplinary Code

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

For grades 3-5, detentions will be 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 Level 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: Suspension may be given at the discretion of the principal or head of school. Under normal conditions, make up work will not be accepted by the teachers during a period of internal or external suspension.

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: stealing, fighting, verbal threats, harassment, racial remarks, physical assault, hazing, and bullying.

High School Disciplinary Code and Policy

In order to prepare our students according to our mission and the gospel of Jesus Christ, it is our expectation that student behavior reflect gospel standards. St. Mary's Parish School's disciplinary code and policy is an effort to guide students to meet this expectation, become students of exemplary character and integrity, and truly embody the "Spirit of the Saints".

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

Teacher detentions may be 5-10 minutes at lunch or after school for 15-30 minutes at the teachers' discretion. They are held the day of or the day after the infraction based on circumstances and teacher discretion.

Office detentions are held on Wednesday or Friday immediately following the infraction.

Skipping office or teacher detention is considered insubordination.

School community service may include but is not limited to, sweeping, vacuuming, picking up trash around campus buildings, sweeping parking lot, weeding gardens, etc.

Parents will receive written notification of all office disciplinary referrals.

Students that hold a school office position may be placed on probation for certain or repeated offences.

This is a non-inclusive list of possible infractions.

Infraction	Explanation	Action
Profanity	Any blasphemous, obscene, irreverent or disrespectful word or phrase spoken directly or indirectly to another person.	<ul style="list-style-type: none"> • Teacher warning • Teacher detention • 30 minute office detention • Repeat offence considered insubordination
Disrespect	Refers to rude, impolite or offensive action, verbalization or behavior that exhibits discourtesy of any kind to any person or creates a classroom/school disruption.	<ul style="list-style-type: none"> • Teacher detention • 30 minute office detention • 2nd office referred offence – 1 hour community service • 3rd office referred offence – parent team meeting
Insubordination	Failure to obey staff, faculty, and administrators.	<ul style="list-style-type: none"> • Teacher detention • 30 minute office detention • 2nd office referred offence – 1 hour community service • 3rd office referred offence – parent team meeting
Misconduct	Behavior that is illegal or morally wrong. Misconduct at school, school sponsored events and school sporting events.	<ul style="list-style-type: none"> • Immediate parent team meeting, discipline at the discretion of Administration. Possibility of multiple detentions and/or possible suspension. • Athletes serve a two game suspension if in season
Electronic Device Violation	Inappropriate, illegal or non-school related use of cell phones, smart watches, laptops and any other electronic device.	<ul style="list-style-type: none"> • Refer to policy in handbook
Abuse of Classroom Pass Privileges	Excessive trips or time spent away from classroom.	<ul style="list-style-type: none"> • 1st offense Teacher Warning • 2nd offense Teacher Detention • 3rd offense Office Detention/ loss of pass privileges
Tardy to Class	Students on in seats when class bell rings.	<ul style="list-style-type: none"> • 1st offense Teacher Warning • 2nd offense Teacher Detention • 3rd offense Office Detention

Skipping	Students not in class, study, assembly, mass or detention, but in attendance in school.	<ul style="list-style-type: none"> • 1st offense Office Detention • 2nd offense In school/Out of school suspension, at the discretion of the administration
Improper Entering or Exiting of School Building	All students must enter through the main entrance only. Students may exit through the main entrance or the front door labeled <u>Cafeteria</u> . For all other exit doors, students may leave as directed by faculty or administrator.	<ul style="list-style-type: none"> • 1st offense Teacher Warning • 2nd offense Office Detention
Misuse of Car Privileges	Parking outside of the designated area or space. Excessive speeds, careless driving or horseplay. No going to car during school hours.	<ul style="list-style-type: none"> • 1st offense Teacher Warning • 2nd offense loss of car privileges at the discretion of the administration
Cheating/Plagiarism	Refer to school policy in the All School Handbook.	
Misuse of Cafeteria Privileges	Throwing food or objects; making inappropriate or obnoxious noises. Disrespect of any kind to any property or persons. No shaking the vending machines. Not cleaning up after yourself. Leaving the café without permission.	<ul style="list-style-type: none"> • 1st offense Teacher Warning • 2nd offense Office Detention • 3rd offense possible loss of cafeteria privileges at the discretion of the administration
Possession, consumption, or under the influence of illegal or illicit substances	These include but are not limited to; all tobacco products, e-cigarettes, vapes, alcohol, marijuana, steroids, pharmaceutical drugs or any controlled substances or school property or before or at any school sponsored event.	<ul style="list-style-type: none"> • Suspension • Meeting with parents/ school administrator • Penalties as stated in the school athletic handbook • Issuance of a contract expulsion at the discretion of the principal • Authorities contacted

Stealing	Taking another persons' property; including but not limited to, money, notebooks, books, calculators, laptops, chargers, writing utensils sports equipment, food, clothing, or any personal property, without express permission from the owner of the property.	At the discretion of the administrator the following may occur: <ul style="list-style-type: none"> • Detention • Suspension • Expulsion
Vandalism	Includes but not limited to; action involving deliberate destruction, defacing or misuse of school or church property or property belonging to another person.	At the discretion of the administrator the following may occur: <ul style="list-style-type: none"> • Detention • Suspension • Expulsion • The student will pay to replace the vandalized item
Illegal Activity	Includes but not limited to, possession of or selling of drugs, weapons, or other contraband.	<ul style="list-style-type: none"> • Suspension or expulsion at the discretion of the administrator • Authorities contacted
Aggressive Acts	Behavior that can cause physical or emotional harm. It may range from verbal to physical abuse. Includes, but not limited to, verbal threats, fighting, physical assault, battery.	At the discretion of the administrator the following may occur: <ul style="list-style-type: none"> • Detention • Suspension • Expulsion • Authorities may be contacted

Harassment, Bullying, Hazing	Electronic, written, verbal or physical act of conduct towards a student which is based on any actual or perceived trait or characteristic of the student, including but not limited to, racial slurs or attacks on a person's heritage or sexual orientation and which creates a hostile school environment. Each of these are handled separately and according to MA state or federal law.	Possible actions include but are not limited to: <ul style="list-style-type: none"> • Warning • Detention • Suspension • Expulsion • Contacting Authorities
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Self discipline, self control and self regulation 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 students and his/her rights and possessions.
3. Respect school property, including books, computers, and other materials, etc.
4. Be courteous and attentive in class.
5. Conform to school and classroom regulations.
6. Be responsible for assignments given.

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.

Anti-Hazing Law

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

- 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.

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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 or dyed an unnatural color. For boys, hair cannot be worn below the shirt collar. 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, a written uniform infraction will be sent home. Three infractions will warrant a detention.

Elementary and Middle School Level 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 1st and the Friday before Spring vacation. (white or navy blue)
-

Pants (girls and boys)

- Uniform style pants in navy blue or khaki; no pants or khakis that look like jeans, no leggings or yoga pants.

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 31st 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
-

Sweaters and sweatshirts (girls and boys)

- Grey or green 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**.

Shorts:

- Golf or Bermuda shorts in **KHAKI**. These must be more than two inches above the knee.
- 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^{1st} and from the Monday after April vacation to the last day of school.

Shirts

- May be purchased through Tommy Hilfiger with STM logo.
- Colors: white, grey, black, light blue, navy blue, pink
- Styles: Golf, Rugby, Oxford

Sweaters and sweatshirts

- Grey or green pullover or cardigan sweater (STM logos are not required)
- School issued sweatshirts, collared or non collared.

Footwear (all)

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

Elementary and Middle School Level Phys Ed Attire

Students may wear their gym clothes to school on the day of their gym class. From November 1st – 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 31st 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 attire 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 midthigh.
- 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

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 a written uniform infraction will be given. Three warnings warrant a detention.

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

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 an automated 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. 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. Staff will use a 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. Blizzard Bags will be in effect for the first 5 snow days, more information to follow.

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.

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.

Groups who participate in fundraising must have their fundraisers approved by the Head of School and the Director of Advancement before May 30th 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.

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

High School level : 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.

Elementary & Middle School level : 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

Cell Phone and Other Electronic Technology Infraction Policy

	Elementary/Middle School Level	High School Level
First Offense	<ul style="list-style-type: none">• Device is confiscated.• Device will only be returned to the parent / guardian.• Written warning issued.	<ul style="list-style-type: none">• Device is confiscated.• Device will only be returned to the parent / guardian.• Written warning will be issued.
Second Offense	<ul style="list-style-type: none">• Device is confiscated.• Device returned only to parent / guardian.• Detention is given.	<ul style="list-style-type: none">• Device is confiscated.• Device returned only to parent / guardian.• Detention is given.

Third Offense	<ul style="list-style-type: none"> • Device is confiscated • Device returned only to parent / guardian. • One day, in school, suspension. 	<ul style="list-style-type: none"> • The same consequences outlined for the first offense. • Student may be sent home for the remainder of the day. • Student may be required to serve one additional day of external suspension
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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*.

TRANSPORTATION

Bus Conduct

Bus transportation is provided within Westfield. 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.

Children who break any of the above rules will receive a Bus Conduct Report issued by the driver. 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.

MORNING DROP OFF

- **High School level : 7:30-7:55 AM**
Homeroom bell at 7:55 (students must be in their homerooms)
- **Middle School level : 7:40-7:45 AM**
Homeroom bell at 7:55 (students must be in their homerooms)
- **Elementary School level : 7:40-7:55 AM**
Homeroom begins at 8:00 (students must be in their rooms and settled)
- **Early Childhood level : 7:50-8:00 AM**

DROP-OFF ZONE

- Enter the main parking lot by the back gate off of Mechanic ST.
- Take a sharp right and proceed to the drop-off zone. Stay in a single file line.
- Exit by the dumpsters back on to Mechanic ST.

PARKING

- For parents walking their children to the Early Childhood buildings or to their lines, parking is in the main lot behind the cones. Exit by front gate.
- ALL K-8 students not dropped off in the drop-off zone **MUST** be walked to their lines.
- High School level students who have driving privileges, parking is behind the high school building with entrance by the front door only.
- Front parking lot is for faculty and staff. There is no parking here for drop-off.
- Handicap parking spaces and on-street parking restrictions are monitored by the Westfield police.

AFTERNOON PICK-UP

- Early Childhood level : 2:00 PM
- Elementary & Middle School levels : 2:15 PM
- High School level : 2:19 PM

PARKING

- Early Childhood level : Park in the main parking lot in *lanes 6-9*. Exit by the front gate **before 2:15**.
- Elementary & Middle School levels : Pull into *lanes 1-5*. Pull all the way up to the car in front of you. If you are staying in the lot for a few extra minutes, park in *lanes 6-9*. If you are staying in the playscape, or have an appointment in the school, park in *lanes 10-11*.
- High School level : Park in *lanes 6-9*.
- Do not park outside of the marked lanes.
- **NO VEHICLE WILL BE ALLOWED TO LEAVE UNTIL THE TEACHERS ON DUTY DEEM IT SAFE TO BEGIN EXITING. ALL CARS LEAVING THE LOT BETWEEN 2:00 AND 2:25 MUST EXIT BY THE FRONT GATE ONLY. ONE LANE WILL BE INSTRUCTED TO LEAVE AT A TIME.**
- **ONLY STUDENTS WHO ARE PARKED BEHIND THE HIGH SCHOOL WILL EXIT BY THE BIRGE ST GATE.**
- **NO ONE IS TO EXIT THE LOT BY THE ENTER GATE AT ANY TIME.**
- **PLEASE FOLLOW THESE RULES FOR THE SAFETY OF ALL STUDENTS, STAFF AND FACUALTY AT DISMISSAL!**

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. 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/Guardians will be given prompt notification if changes are made.

STUDENT HANDBOOK ACKNOWLEDGEMENT

Please sign and return to the main office

Dear Families,

Welcome to a new school year! May it be one filled with blessings and success for each of us. Our school is guided in many ways by our handbook. Outlined in this handbook you will find explanations of the important policies and procedures currently in effect at St. Mary's Parish School and in the Springfield Diocese.

The purpose of our handbook is twofold: to provide the Administration and Faculty with the means of serving our students and their families, and ultimately, to better fulfill our mission of providing a quality Catholic education that reveals Christ in a loving, safe faith community. Secondly, it is meant to inform, both students and their families of what is expected of them and what they can expect from the Administration, Faculty and Staff at St. Mary's Parish School each and every day.

In order to be more kind to our earth, and to show that we are constantly updating our technology, our Handbook is now available on our Website at www.stmsaints.org. Please review the contents of our handbook, both by yourself and with your child/ren. It is important that we all understand our responsibilities to our school, to our parish, to the Diocese and to each other.

When you have completed your review, please sign and return this entire page to school. This is our mutual assurance that we will work together cooperatively. Your signature indicates that you have read our handbook, understand the policies of our school and agree to be governed by them.

As we begin this school year, I ask God's blessings on each of you. I pray that together we will be able to maintain and enhance the quality Catholic education already present at St. Mary's.

Mrs. Nichole Nietsche Head of School
Ms. Juli Jensen-Derrig Principal

Child/rens' names and grades _____

Parent/Guardian's Signature _____

Student's signature (grades 3-12)

