



# St. Mary School

16 Summer Street  
Shrewsbury, MA 01545  
(508) 842-1601

[www.stmarysparish.org/school](http://www.stmarysparish.org/school)

***"A Foundation Anchored in Faith"***



*St. Mary's Parish, Shrewsbury, Massachusetts*

---

---

# Parent/Student Handbook

August, 2017

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

*The Parent/Student Handbook reflects the policies of St. Mary School for the 2017/2018 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of St. Mary School during the 2017/2018 school year.*

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

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

*Jeannie MacDonough  
Principal*

*Cheryl Dolan  
Assistant Principal*

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

*First drafted - July 1993  
8<sup>th</sup> Edition – September 2011  
Rev 8.1- November 2013  
Rev 8.2 – August 2014  
Rev 8.3 – August 2015  
Rev 8.4 – August 2016  
Rev 8.5- August 2017*

<b>INTRODUCTION.....</b>	<b>1</b>
Parish Mission Statement.....	1
Parent-Student Handbook.....	2
School Mission Statement.....	3
Philosophy and Objectives .....	3
<b>POLICIES .....</b>	<b>5</b>
Admission and registration .....	5
Attendance .....	5
Absence .....	5
Early Dismissal .....	7
Tardiness .....	7
Vacation .....	7
Withdrawal or Transfer Procedure .....	8
Behavior and Personal Responsibility .....	8
Appearance .....	8
Care of School Property.....	9
Cell Phone and Personal Electronic Device Policy .....	9
Common Courtesy .....	9
Honesty.....	10
Lavatories .....	10
Lunch Room Behavior .....	10
Expectations of Behavior .....	10
Personal Property .....	11
Playground / Recess.....	11
Playground Equipment Rules .....	11
Prudence .....	11
Responsibility.....	12
School Hallways and Stairways .....	12
Bus Conduct.....	12
Change of Address.....	23
Child Abuse.....	24
Crisis Plan .....	24
Diocesan School Department.....	24
Discipline and consequences.....	24
Dress Code .....	25
Kindergarten .....	26
Girls: Grades 1-4.....	26
Girls: Grades 5-6.....	27
Girls: Grades 7-8.....	27
Boys: Grades 1-3.....	27
Boys: Grades 4-5.....	27
Boys: Grades 6-8.....	28
Boys and Girls Gym Uniform: Grades K-6 .....	28
Boys and Girls Gym Uniform: Grades 7& 8 .....	28

Boys and Girls Warm Weather Uniform: Grades 1-8 .....	29
Out of Uniform Notice .....	29
Out of Uniform Dress Code.....	30
Drugs.....	31
Alcohol .....	31
Tobacco .....	31
Field Trips .....	31
Health Concerns .....	33
Medical Absence.....	33
Medication .....	34
Administration of Epinephrine .....	35
Physical Exams.....	35
Holidays .....	36
Legal holidays are school holidays.....	36
Homework Assignments.....	36
Image Use Policy .....	37
Library/Media Center.....	38
Liturgies.....	38
Money .....	38
Parent Notification .....	38
Monday Weekly Update and Wednesday Announcements .....	38
Parent Conferences .....	39
Parents' Association.....	39
Sunday Coffee .....	40
Permanent Records .....	40
Phone Calls .....	40
Physical Education .....	41
Religion .....	41
School Cancellation.....	41
School Day .....	41
Arrival.....	41
Dismissal .....	42
Morning Recess .....	42
Student Evaluations .....	43
Report Cards .....	43
Final Examinations.....	43
Promotion .....	43
Homework.....	43
Technology - Acceptable Use Policies .....	43
Acceptable Use Policy Grades K-3 .....	44
Acceptable Use Policy Grades 4-8 .....	45
United States Federal Laws .....	46
Threats/Violent Acts/Bullying.....	47
Tuition .....	48
Multiple Student Discount .....	48

Tuition Aid.....	48
Parish Subsidy.....	48
Tuition Billing .....	49
Tuition Payment Plans .....	49
Tuition Summary.....	49
Partial Year Attendance .....	49
Delinquent Tuition Accounts .....	50
Visitors .....	51
Entrance to the School.....	51
Weapons .....	51
<b>APPENDIX A: BULLYING PREVENTION AND INTERVENTION PLAN.....</b>	<b>53</b>
<b>APPENDIX B: AFTERSCHOOL PROGRAM HANDBOOK .....</b>	<b>68</b>

**INTRODUCTION****PARISH MISSION STATEMENT**

## **Mission Statement**

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

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

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



**Saint Mary Parish and School - Shrewsbury, Massachusetts**

**PARENT-STUDENT HANDBOOK**

The Parent-Student Handbook lays out for parents and students the policies and procedures followed at St. Mary School. Out of fairness to all, as a means of ensuring a favorable atmosphere for learning and to teach our students to be responsible for their actions, St. Mary School faculty and staff adhere to the policies set forth in this handbook. Parents are asked to sign a form each year acknowledging that they have reviewed the handbook with their children.

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

**PARENTS AS PARTNERS**

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

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

Once you have chosen to enter into a partnership with us at St. Mary School we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to foster his/her physical, intellectual, spiritual, emotional and psychological development. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest to challenge, yet nourish, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make inquiry of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming. This partnership will insure a successful and productive school year.

### **SCHOOL MISSION STATEMENT**

#### **ST. MARY SCHOOL**

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

### **PHILOSOPHY AND OBJECTIVES**

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

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

### **GOALS AND OBJECTIVES**

#### **SPIRITUAL GOAL:**

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

#### **OBJECTIVES:**

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

**ACADEMIC GOAL:**

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

**OBJECTIVES:**

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

**SOCIAL GOAL:**

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

**OBJECTIVES:**

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

## **POLICIES**

### **ADMISSION AND REGISTRATION**

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

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

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

Registration will begin around Catholic Schools Week in late January. Churches of neighboring parishes will include the date in their announcements. Re-registration will be completed by February vacation. All application forms may be found on the website ([www.stmarysparish.org/school](http://www.stmarysparish.org/school)) under the Admissions tab.

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

### **ATTENDANCE**

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

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

#### ***Absence***

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

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

A student who has seven unexcused absences of a full day, or fourteen unexcused half-day absences, within any six-month period must be reported to the Attendance Supervisor of the local public school district. The services of the Attendance Supervisor may be sought in lesser cases of absence or tardiness to prevent a serious problem from developing.

Students who are frequently absent jeopardize their possibility for promotion. Parents should notify the school office (508-842-1601) before **8:30 AM** if their child/children will be absent. They should give the following information:

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

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

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

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

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

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

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

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

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

### ***Early Dismissal***

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

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

### ***Tardiness***

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

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

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

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

### ***Vacation***

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

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

- Classroom discussion and interaction often provide the main focus for learning and cannot be replicated through out-of-class make-up assignments.

- If missed school is unavoidable, parents should inform teachers two weeks ahead of time. Upon return, students are responsible for missed assignments within a period of time comparable to the number of school days absent.
- Lunch Recess time may be used to make up the missed work. Teachers will obtain a parent's permission before the student uses this time for making up their work.

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

### ***Withdrawal or Transfer Procedure***

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

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

### **BEHAVIOR AND PERSONAL RESPONSIBILITY**

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

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

### ***Appearance***

- Proper uniforms must be worn at all times. Clothes are to be neat, shirts tucked in, and shoes tied. All clothing should be properly cared for.
- No inappropriate slogans are allowed on clothing.
- No hats are worn in the building.

- Excessive hairstyles are not permitted for both boys and girls. Boys must follow the guidelines under Dress Code. For girls in grades 7 and 8, subtle, natural colored highlights are permissible.
- Nail polish is allowed but it cannot be a distraction to the educational program.
- No large hoop earrings for the girls.
- A more detailed list is provided under Dress Code.

***Care of School Property***

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

***Cell Phone and Personal Electronic Device Policy***

Cell phones, iPads, headphones, and other electronic devices can come to school but must be turned in by Morning Prayer and will be stored in the office during the school day. After closing prayer is completed, the cell phones and devices will be returned to the students. Students have access to the school phone for emergency purposes, and parents may get messages to their children via the main school phone. Any cell phone or device that is not properly stored during the school day may be confiscated. The item will only be returned to a parent/guardian. No students should expect that the contents of such devices will remain private if brought onto school premises, so if the student wishes to ensure such privacy the student should not bring them to school. The Administration reserves the right to inspect the contents for purposes relating to the health, safety, or general welfare of the student or the school community. The administration may base discipline on what is found if in its judgment it is necessary or appropriate to do so.

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

***Common Courtesy***

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

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

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

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

### ***Honesty***

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

### ***Lavatories***

Students are expected to:

- keep lavatories clean for the benefit of all.
- avoid taking materials from the classroom or lunchroom to the lavatory.
- place paper towels in wastebaskets and not be wasteful of paper and hand soap.
- wash their hands.
- utilize the lavatory with the permission of the teacher or staff member.
- sign out of their classroom before they enter the bathroom.

### ***Lunch Room Behavior***

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

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

### ***Expectations of Behavior***

Students will accept teacher direction.

Students will be attentive and courteous to teachers and fellow students in the classroom.

Students will show proper respect for the rights and well-being of all students, both in the classroom, at lunch and at recess. No deliberate acts of aggression or intimidation of others will be tolerated.

Students will obey all school and classroom rules.

### ***Personal Property***

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

### ***Playground / Recess***

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

- No rough play is allowed.
- Students line up when moving to and from recess.
- When the bell rings, students line up, quiet down, and listen to directions.
- Students are not permitted to leave the school grounds at any time.
- No student is to return to the classroom during the recess period when there is no teacher present in the classroom.

### ***Playground Equipment Rules***

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

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

### ***Prudence***

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

***Responsibility***

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

***School Hallways and Stairways***

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

**BUS CONDUCT**

Courteous and respectful behavior is mandatory on the bus. As our bus transportation is provided by the Town of Shrewsbury, our pupils are subject to the same rules and regulations as are the public school students. The following is a description of the policy as set forth by the Shrewsbury School Committee:

# **Shrewsbury Public Schools**

## **Transportation**

### **Procedures and Regulations**

*As of July, 2017*

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

---

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

\*High school students cannot access the Bus Privilege Registration from their own accounts. Registration can only be accessed through the Parent Portal.

[Top of page](#)

---

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

---

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

OR

Go to: <http://schools.shrewsburyma.gov/transportation/Private-and-Vocational-School-Transportation-Registration.cfm>. Instructions and the registration link can be found at this location.

*Please note: Students attending Assabet Valley Regional Technical High School will receive bus transportation at no cost per state law. The same eligibility rules for free or fee-based busing for Shrewsbury Public School students apply to students attending private schools in Shrewsbury.*

[Top of page](#)

---

**Q:Who is eligible for free school bus transportation in Shrewsbury?**

---

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

[Top of page](#)

---

**Q:What is the fee-based busing program?**

---

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

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

[Top of page](#)

---

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

---

For the 2016-2017 school year, the school bus fee is \$275.00 per student, and there is a family cap of \$825.00. A late fee of \$50.00 per student will be assessed after June 30, 2016 (with a \$150.00 family cap for late fees). Checks or money orders made payable to **Shrewsbury Public Schools** are the only form of payment accepted if you choose not to use the NEW online payment option.

[Top of page](#)

---

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

---

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

[Top of page](#)

---

## Q:How is the mileage determination made for student transportation?

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

[Top of page](#)

---

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

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

[Top of page](#)

---

## Q:What if the student has an IEP?

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

[Top of page](#)

---

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

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

[Top of page](#)

---

## Q:When do I have to submit payment?

All bus fees must be submitted in full in person by 4:30pm on June 30, 2016 or postmarked with a June 30, 2016 date. All bus registrations received July 1st or later will be assessed a \$50.00 late fee per student (\$150.00 family cap late fee), **regardless of the free or fee based status of the request.**

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

[Top of page](#)

---

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

Yes. We will provide services to and/or from day care providers if the day care is in the same school district as the home. For example, a child who resides in the Floral School District can use

a day care located in the Floral School District only. Day care transportation is provided either one-way or round trip, but must be for all five days each week. If you are not certain if your provider is located within the same district as your child's school, you may send an [email](#)

[Top of page](#)

---

**Q:Can I get a refund of my bus fee?**

---

Refunds will be issued if a completed refund request form is sent to the School Department and received prior to the first day of school on August 30, 2016. A processing fee of \$25.00 per student will be deducted from the refund. Once school has started, no refunds will be issued. Late fees will not be refunded. This form is available at the School Department or [click here to download it now.](#)

[Top of page](#)

---

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

---

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

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

[Top of page](#)

## TRANSPORTATION POLICIES and PROCEDURES

In this document:

1. Registration Process for Shrewsbury Public School Students through the PowerSchool Parent Portal
2. Registration Process for Private and Vocational School Students – New online registration via SPS website [HERE](#).
3. Payment
4. Bus Privilege Registration Refunds
5. Free/Reduced Lunch and Bus Privileges
6. Route/Bus Stop Communication and Changes
7. Parental Responsibility
8. Student Discipline
9. Before/After School Care Alternate Location Transportation
10. Route Planning
11. Snow/Emergency Cancellations

12. Emergency Evacuation Drills Snow/Emergency Cancellations

13. Video/Audio Recording

14. Early Dismissals

15. Missing Child

1. Registration Process for Public School Students

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

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

1) Pay online after setting up your family SchoolPay account

OR

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

\*High school students cannot access Bus Privilege Registration through their accounts. Registration can only be accessed by parents through the Parent Portal.

2. Registration Process for Private and Vocational School Students

- Private school and Assabet Valley Regional High School students will NOT register through the PowerSchool Parent Portal. Students who attend Assabet Valley Regional Technical High School or any private school in Shrewsbury NOW need to register online. Access to online registration can be found here:

<http://schools.shrewsburyma.gov/transportation/Private-andVocational-School-Transportation-Registration.cfm>.

Please note: Students attending Assabet Valley Regional Technical High School will receive bus transportation at no cost per state law. The same eligibility rules for free or fee-based busing for Shrewsbury Public School students apply to students attending private schools in Shrewsbury.

(See the FAQ document question #2 on the website.)

3. Payment

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

(Registration will be considered incomplete without the printed confirmation page for each child along with payment and subject to the late fee. Payment and confirmation

form/s can be dropped off or mailed to: Shrewsbury Public Schools, 100 Maple Avenue, Attn: Bus Privilege Registration.

#### 4. Bus Privilege Registration Refunds

- Refunds will be given up to the start of school. (Refund requests must be received by 4:30PM on August 29, 2016. Once school has started on August 30, 2016, no refunds will be granted. You must complete the Refund Request Form and mail or drop off to Bus Registration, 100 Maple Ave. Please note: A \$25.00 processing fee will be deducted from the refund amount and late fees will not be refunded.

#### 5. Free/Reduced Lunch and Bus Privileges

- The Free/Reduced application must be completed EACH YEAR and submitted after August 1, 2017. If you applied for Free/Reduced Lunch for the 2016-2017 school year and were approved, the approval expires on September 30, 2017. Detailed information can be found on the Food Services Department webpage. Any questions, contact Beth Nichols: [bnichols@shrewsbury.k12.ma.us](mailto:bnichols@shrewsbury.k12.ma.us). Please note: Bus drivers, school administration and the Transportation Team will perform audits randomly throughout the school year to check ridership privilege eligibility and payment status.

#### 6. Route/Bus Stop Communication and Changes

- Parent/Guardian of SPS students can obtain bus route information in late August by accessing PowerSchool Parent Portal. A notification will be sent through email to families when the route and stop information is available.
- Parent/Guardian of private/vocational school students will also receive an email in late August. The district buses students to and from pre-established bus stops. Whenever possible, centralized neighborhood bus stops have been established. Making additional stops, even if the bus is passing your residence, will not be allowed. Do not request that the bus driver pick your student up in front of your residence if a centralized neighborhood bus stop has been indicated in your PowerSchool Parent Portal. We receive many phone calls about this. Having centralized bus stop locations is equitable, safe and saves both time and money. The Transportation Team has given AA Transportation strict instructions to maintain stop locations and notify the Transportation Team if changes are requested. If you feel there is an extraordinary safety circumstance that would justify a reevaluation of the bus stop location, a Bus Issue/Change Request Form must be submitted. This form is available on the Transportation main page under "Forms and Applications". All non-urgent issues will be evaluated and addressed in the order that they come in. Once the evaluation is complete, a communication will be sent as to the outcome.
- The school district may make modifications to bus assignments, routes and bus stops during the course of the year. These changes are made to improve efficiency or enhance safety. Parents and students will be notified in advance of the change start date.

## 7. Parental Responsibility

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

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

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

- o Kindergarten Students - A parent/guardian or responsible adult must be present at their student’s bus stop as they exit the bus. If a parent/guardian or responsible adult is not present at the stop, the child will be returned to their respective school where the child must be picked up by a parent or responsible adult with proper identification.

- o Special Needs Students kindergarten to grade 12 - A parent/guardian or responsible adult must be present for special needs students requiring specialized transportation. A parent/guardian or responsible adult must be available to assist if necessary to

remove the child from the vehicle. Driver and/or monitor are not allowed to leave the vehicle unattended. If a parent/guardian or responsible adult is not visible at the stop location, AA Transportation will follow the “Special Education Emergency Transportation Procedures” protocol posted under “Featured Pages” on the Transportation Department main page.

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

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

## 8. Student Discipline

- Since school bus transportation is an extension of the school day, expectations for student behavior on the bus are the same as in the classroom. If a student engages in

inappropriate behavior, the bus driver is expected to complete a "Bus Conduct Report". These reports are sent to the student's school principal, the Transportation Office.

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

#### 9. Before/After School Care Alternate Location Transportation

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

- Kindergarten and Elementary Students – the alternate location must be for 5 days per week to be eligible for transportation. Transportation will not be available to students who attend daycare or travel to another location on a part time basis (less than 5 days per week). Also, the location must be in the same school district as the home residence. (Ex: a student living in the Floral Street School district must go to a location in the Floral Street School district; a student living in the Coolidge district must go to a location in the Coolidge district, etc.).
- It will be necessary to complete the Before/After School Care/Alternate Location information in PowerSchool Parent Portal while registering in order to utilize before/after school care alternate location transportation services.
- If an alternate location (pick up and/or drop off) becomes necessary after registration during the school year a Bus Issue/Change Request Form must be submitted. This form is available on the Transportation main page under "Forms and Applications".

#### 10.Route Planning

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

#### 11.Snow/Emergency Cancellations

- The Superintendent of Schools determines school cancellations and delays. The Superintendent's Office will notify all families via the school department's website and telephone notification system. (Please be sure to confirm your desired phone number/s in your child's demographic section of your PowerSchool Parent Portal.)
- In addition, school delays and cancellations are announced on local television and radio stations. When Shrewsbury Public Schools cancel, delay or have an early release due to inclement weather, all buses will run on the public school schedule, and private school transportation will be provided on the same schedule. When Shrewsbury Public Schools has a one-hour delayed opening, the school buses will run on a one hour

delayed schedule. When Shrewsbury Public Schools has a two hour delay, the school buses will run on a two hour delayed schedule.

#### 12. Emergency Evacuation Drills Snow/Emergency Cancellations

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

#### 13. Video/Audio Recording

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

#### 14. Early Dismissals

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

#### 15. Missing Child

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

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

Once the child has been located, all involved parties are contacted to confirm.

## APPENDIX A

Form #175      NATIONAL SCHOOL FORMS      TO REORDER CALL: 1-800-431-1201

<b>BUS CONDUCT REPORT</b>	STUDENT'S NAME _____		CLASS-GRADE _____
	DATE OF INCIDENT _____	<input type="checkbox"/> 1ST NOTICE <input type="checkbox"/> 2ND NOTICE <input type="checkbox"/> 3RD NOTICE	
	BUS NO. _____	TRIP NO. _____	DRIVER'S NAME _____

**NOTICE TO PARENTS**

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus.  
 2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.

**DRIVER'S REPORT:**

<input type="checkbox"/> VIOLATION OF SAFETY PROCEDURES	<input type="checkbox"/> EXCESSIVE MISCHIEF	<input type="checkbox"/> EATING-DRINKING-LITTERING
<input type="checkbox"/> DESTRUCTION OF PROPERTY	<input type="checkbox"/> WRITING	<input type="checkbox"/> RUDE-DISOURTEOUS-ANNOYING
<input type="checkbox"/> FIGHTING-PUSHING-TRIPPING	<input type="checkbox"/> SMOKING	<input type="checkbox"/> UNACCEPTABLE LANGUAGE
<input type="checkbox"/> _____ _____ _____		

<b>PRELIMINARY ACTION:</b> <input type="checkbox"/> CHECKED STUDENT'S FOLDER <input type="checkbox"/> HELD CONFERENCE WITH STUDENT <input type="checkbox"/> CONSULTED COUNSELOR <input type="checkbox"/> TELEPHONED PARENT  <input type="checkbox"/> _____ _____ _____	<b>PRESENT ACTION AND RECOMMENDATIONS:</b> <input type="checkbox"/> STUDENT REGRETFUL, COOPERATIVE <input type="checkbox"/> PLACED ON PROBATION <input type="checkbox"/> RECURRENCES WILL BE REPORTED <input type="checkbox"/> SUSPENDED <input type="checkbox"/> DENIED BUS PRIVILEGE UNTIL _____ <input type="checkbox"/> REFERRED TO: _____  _____ _____ _____
--	--

Driver's Signature: \_\_\_\_\_ Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

☐ If a check is entered in this box, Parent please sign and return: \_\_\_\_\_

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



## APPENDIX B

### SHREWSBURY PUBLIC SCHOOLS BUS DISCIPLINE PROCEDURES AND CONSEQUENCES

Level 1	
<p><b>Misbehaviors</b></p> <p>Misbehaviors that interfere with the orderly transportation of students. Some examples are:</p> <ul style="list-style-type: none"> <li>• Talking too loudly</li> <li>• Failure to stay seated</li> <li>• Littering on the bus</li> <li>• Tampering with the possessions of other passengers</li> </ul>	<p><b>Consequences:</b></p> <p>The bus driver may address the misbehavior:</p> <ul style="list-style-type: none"> <li>• Verbal warning</li> <li>• Assign seats</li> </ul>
Level 2	
<p><b>Misbehaviors</b></p> <p>More severe misbehaviors that interfere with the orderly transportation of student. Some examples are:</p> <ul style="list-style-type: none"> <li>• Annoying and/or bullying other passengers</li> <li>• Littering the bus - repeat offense</li> <li>• Use of profanity</li> <li>• Damage to the bus</li> </ul>	<p><b>Consequences</b></p> <p>The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. This action may include any or all of the following:</p> <ul style="list-style-type: none"> <li>• Conference with principal or designee</li> <li>• Contact with parents</li> <li>• Assigned seats</li> <li>• Loss of bus privileges for up to five days</li> <li>• Suspension from school for up to five days</li> </ul>
Level 3	
<p><b>Misbehaviors</b></p> <p>Behavior that endangers the safety of the driver or students and which impairs the driver's ability to drive safely. Some examples include:</p> <ul style="list-style-type: none"> <li>• Repeated occurrences of Level 1 or 2 behaviors</li> <li>• Refusal to remain in seats</li> <li>• Throwing objects, spitting, or spit balls</li> <li>• Distracting the driver</li> <li>• Refusal to obey driver</li> <li>• Fighting, including pushing and/or wrestling</li> <li>• Lighting matches/lighters</li> <li>• Possession of knives or other dangerous objects</li> <li>• Possession or use of tobacco, alcohol, drugs or controlled substances</li> </ul>	<p><b>Consequences</b></p> <p>The bus driver reports misbehaviors on the bus. The principal or designee administers consequences. At more severe levels, the superintendent or designee may be involved.</p> <ul style="list-style-type: none"> <li>• This action may include the following:</li> <li>• Loss of bus privileges for six to ten days</li> <li>• Suspension from school for six to ten days</li> <li>• Repeated incidents of Level 2 behavior may result in a child being permanently suspended from bus privileges.</li> <li>• Illegal activity will be referred to the Shrewsbury Police Department.</li> </ul>

**Procedures for reporting passenger misconduct**

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

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

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

**Vocational & Private School Transportation**

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

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

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

**Food and Drink Prohibited**

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

---

**End Bus Information**

---

**CHANGE OF ADDRESS**

Please inform the school office of a change in address or telephone number. This applies to changes in home address or phone number, work phone number, cell phone number or emergency phone number.

**CHILD ABUSE**

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

**CRISIS PLAN**

A crisis plan is in place at the school that covers a variety of situations. The faculty and staff are kept informed of the protocol. When a situation presents itself it will call for either an evacuation, a lock down, or a shelter in place. In the beginning of the school year when each classroom practices procedures for a fire drill, an evacuation is practiced, along with lock down and shelter in place instructions. The Crisis Plan is reviewed by the Shrewsbury Police on a regular basis. Parents need to make sure the student emergency card is filled in with phone numbers that will connect with a live voice. Student safety is our priority.

**DIOCESAN SCHOOL DEPARTMENT**

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

**DISCIPLINE AND CONSEQUENCES**

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

Should a student's inappropriate behavior continue after serving this detention, a parent conference will be scheduled with the principal or assistant principal. Any further action will be determined at the time of the conference. Further action may include, but is not limited to, community service, probation, suspension, or expulsion.

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

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

### **DRESS CODE**

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

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

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

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

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

**J.B. Edwards Uniform:**

J.B. Edwards Uniforms  
65 Southbridge Street  
Auburn, MA 01501

Telephone: (508) 792-2071  
Fax: (508) 792-2074

Website: [www.jbedwarduniforms.com](http://www.jbedwarduniforms.com)

**Lands End:**

Preferred School Number: 900131061

Phone: 1-800-469-2222

Website: [www.landsend.com](http://www.landsend.com)

**Allens School Uniforms:**

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

***Kindergarten***

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

***Girls: Grades 1-4***

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

***Girls: Grades 5-6***

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

***Girls: Grades 7-8***

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

***Boys: Grades 1-3***

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

***Boys: Grades 4-5***

- Navy blue uniform pants (regular or relaxed fit) with belt

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

***Boys: Grades 6-8***

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

***Boys and Girls Gym Uniform: Grades K-6***

Kindergarten students wear their gym uniform every day.

- Navy blue gym uniform mesh shorts with St. Mary insignia may be worn until October 15<sup>th</sup> and after April vacation.
- Navy blue gym uniform sweatshirt and sweat pants with the St. Mary insignia must be worn from October 15<sup>th</sup> until April vacation.
- Uniform white short sleeve polo-type jersey with the St. Mary insignia
- Socks
- Sneakers

***Boys and Girls Gym Uniform: Grades 7& 8***

- Navy blue uniform gym mesh shorts with St. Mary Insignia may be worn until October 15<sup>th</sup> and after April vacation.

- Navy blue gym uniform mesh pants or sweatpants with the St. Mary insignia must be worn from October 15<sup>th</sup> until April vacation.
- Navy blue gym uniform sweatshirt with the St. Mary insignia must be worn from October 15<sup>th</sup> until April vacation.
- Socks
- Sneakers

***Boys and Girls Warm Weather Uniform: Grades 1-8***

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

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

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

***Out of Uniform Notice***

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

**Out of Uniform Notice**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Infraction to be corrected immediately:**

\_\_\_\_\_

\_\_\_\_\_

**Teacher's Signature** \_\_\_\_\_

**Parent's Signature** \_\_\_\_\_

### ***Out of Uniform Dress Code***

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

### **Out of Uniform Guidelines**

#### **Students may wear:**

- jeans
- sneakers
- short socks
- shorts no shorter than three inches above the knee
- skirts no shorter than three inches above the knee
- skorts
- sweatshirts
- nail polish
- jewelry
- hoop earrings
- dresses
- slacks

#### **Students may not wear:**

- flip-flops or sandals (no open toe or open back shoes may be worn)
- torn, tight or worn jeans
- yoga pants, jeggings, legging or pajama pants
- tank tops or sleeveless shirts
- T-shirts with inappropriate writing
- biker shorts
- make-up (except grades 7 and 8)
- low cut blouses/tops
- clothing that is extremely tight
- hats

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

### **DRUGS**

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

### ***Alcohol***

A student's possession, sale, use or intoxication with alcohol on school grounds at any time or while attending school functions away from St. Mary will result in immediate out-of-school suspension for a minimum of 5 days in association with counseling. Students will be banned from attending any field trips or participating in any extracurricular activities for the remainder of the semester. A second offense will be grounds for immediate expulsion from school.

### ***Tobacco***

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

### **FIELD TRIPS**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
7. A field trip permission slip is printed at the end of this section. This is the only format that may be used to allow a student to leave school during school hours. If your child

fails to bring his/her permission slip home, you may print and use a copy of the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.

8. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.

9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

10. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.

11. All monies collected for the field trip are **non-refundable**.

12. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.

13. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

14. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.

15. All chaperones must be 25 years of age or older.

**16. All chaperones must have filed a CORI Form and have completed the Safe Environment training.**

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

Field Trip Request Form	
Date of request _____	
I/we ask _____	to allow my/our child _____
(name of school)	(name of child)
to take part in _____ on _____	
(name of activity; field trip, etc.) (date)	
from _____ to _____	Total Cost of Trip _____
(start) (end)	(cost)
I/we understand that _____ assumes no liability	
(name of school)	
concerning this activity.	
_____ signature of parent(s)/guardian(s)	
Parent phone number on day of activity: _____	
Emergency number: _____	

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

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

### **HEALTH CONCERNS**

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

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

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

### ***Medical Absence***

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

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

Parents should notify the school office (508-842-1601) before 8:30 AM if their child/children will be absent. They should give the following information:

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

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

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

### ***Medication***

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

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

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

***Administration of Epinephrine***

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

The student's physician has diagnosed a high risk of life threatening allergic reaction and has provided the school with a medication order for epinephrine with indications for administration.

The school has written authorization/consent from a parent/guardian to administer epinephrine and the Epi-pen auto-injection has been supplied to the school in the pharmacy labeled container.

The school nurse will develop a written emergency plan for each student authorized to receive epinephrine. The emergency plan is located in the nurses' office if the student's classes are in the main building and in the classroom if the student is in kindergarten or preschool.

For a child with no previous history of anaphylactic reaction, epinephrine will be administered when the school has a standing order from the school physician including protocol for administration on file in the clinic and the school has an Epi-pen auto injector specifically designated for this purpose.

When epinephrine is administered, there will be immediate notification of the Emergency Medical Services (911), followed by the school nurse, student's parents or if the parents are not available, their designated emergency contacts, and the student's physician.

***Physical Exams***

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

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

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

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

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

### **HOLIDAYS**

Legal holidays are school holidays.

### **HOMEWORK ASSIGNMENTS**

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

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

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

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

<b>Kindergarten</b>	<b>10-15 minutes (beginning in January)</b>
Grade 1	10 – 20 minutes
Grade 2	20 – 30 minutes
Grades 3 and 4	30 – 60 minutes
Grades 5 and 6	60 – 90 minutes
Grades 7 and 8	90 – 120 minutes

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

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

### **IMAGE USE POLICY**

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

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

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

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

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

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

**LIBRARY/MEDIA CENTER**

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

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

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

**LITURGIES**

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

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

**MONEY**

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

**PARENT NOTIFICATION**

Parents/guardians will be notified of an emergency or unusual situation via our Connect-Ed system. St. Mary School subscribes to Connect-Ed to ensure that parents/guardians are notified as promptly and accurately as possible by phone or email.

Parents/guardians are required to complete and return the contact information form for Connect-Ed which is given out in June. In order for the system to work effectively, parents/guardians must keep all contact information up-to-date throughout the year.

***Monday Weekly Update and Wednesday Announcements***

Communication between parents and school is recognized by the faculty as very important to ensuring smooth and congenial operation of the school. The system employed by St. Mary School is **a weekly update from the Administration** and a weekly

online announcement system. Both are posted on the school website and an email reminder is sent to parents via Connect Ed. The purpose of the system is to provide parents:

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

### ***Parent Conferences***

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

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

### ***Parents/Non-Custodial***

St. Mary School abides by the provisions of Massachusetts General Laws Ch.71, Sec 34H with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-oriented information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent, to provide the principal with a court certified copy of the court order.

### ***Parent Status Change***

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing. This information must be kept current.

## **PARENTS' ASSOCIATION**

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

### ***Sunday Coffee***

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

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

### **PERMANENT RECORDS**

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

### **PHONE CALLS**

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

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

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

No student will be called to the phone during class time unless for a ***dire emergency***. **Do not call the school office for homework assignments.** Arrange for a homework "buddy" through a classmate of your child.

Your child's safety is our great concern. Since we have no certainty of the source of the call, parents should make all arrangements about dismissal or after-school plans before the child comes to school each day.

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

### **PHYSICAL EDUCATION**

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

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

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

### **RELIGION**

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

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

### **SCHOOL CANCELLATION**

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

### **SCHOOL DAY**

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

#### ***Arrival***

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

- The traffic flow in the parking lot is one-way.

- Private cars arriving to drop off children must enter the parking lot nearest the main school building.
- Private cars leaving the parking lot must exit using the access farthest from the main school building.
- **Do not** back-up your car when dropping off students.
- Please do not socialize while dropping off students.
- Please refrain from using your cell phone during drop off.

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

### ***Dismissal***

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

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

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

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

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

### ***Morning Recess***

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

**STUDENT EVALUATIONS*****Report Cards***

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

***Final Examinations***

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

***Promotion***

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

***Homework***

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

**TECHNOLOGY - ACCEPTABLE USE POLICIES**

The students at St. Mary School will be using the Internet and E-mail as needed to supplement their classroom curriculum. There is much useful information, but also many potential dangers in Cyberspace. In the following sections you will find St. Mary School AUP (Acceptable Use Policy). There is one for grades K-3 and another for grades 4- 8. These documents contain rules that all students must follow in order to use our computers at St. Mary School. These rules help to protect your children and our school from these dangers. Also included is a copy of the United States Federal Laws concerning proper computer usage. **Any child who does not complete the Student Technology Agreement will not be allowed to use the school computers until it is returned to the school. This form will be sent home on the first day of school.**

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

***Acceptable Use Policy Grades K-3***  
**St. Mary School**

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

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

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

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

**Plagiarism**

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

When I am using school computers, I will always:

- **BE POLITE:**  
I will never send, or tell others to send, abusive messages.
- **USE APPROPRIATE LANGUAGE:**  
I will never swear or use any other inappropriate language, or threaten or humiliate others.
- **RESPECT PRIVACY:**  
I will not tell my home address, phone number, names of or addresses of family members, or the addresses or phone numbers of other students.
- **AVOID DISRUPTIONS:**  
I will not use the network in any way that would disrupt the use of the network by others.
- **BE HONEST:**  
I will not send anonymous messages or represent a message to have written by someone else. I will always sign all messages I send with my name and e-mail address.

***Acceptable Use Policy Grades 4-8***  
**St. Mary School**

**Introduction**

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

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

**User Agreement**

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

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

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

**Network Etiquette and Privacy**

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

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

**Plagiarism**

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

**Security**

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

**Vandalism**

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

**United States Federal Laws**

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

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

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

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

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

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

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

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

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

### **THREATS/VIOLENT ACTS/BULLYING**

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

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

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

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

- Criminal procedures will be sought at the determination of the Police working with the school team, if appropriate.

### **TUITION**

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

New students registering to enter the school must pay a new student registration fee of **\$150**. This fee is due when the child applies for admission to St. Mary, typically during Catholic Schools Week (the last Sunday in January of the year they enter St. Mary School). The new student registration fee is non-refundable. New applicants to Saint Mary School must also pay the book fee when they apply. If, for some reason, there is not a place for the student, then the book fee will be refunded. Once a spot has been offered the book fee is non-refundable.

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

### ***Multiple Student Discount***

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

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

### ***Tuition Aid***

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

### ***Parish Subsidy***

Families who are registered and active members of St. Mary or another diocesan parish, and who maintain a good standing status as evidenced by their parish participation and/or contributions may be eligible to receive parish subsidy. St. Mary

Parish subsidy is up to \$300 per student (if you are out of parish, please contact your own parish to verify exactly what they will pay as the subsidy amount may be different). St. Mary School will bill your parish for the subsidy amount and will credit your family's tuition account after such payment is received.

### ***Tuition Billing***

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

### ***Tuition Payment Plans***

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

- Plan 1-** Payment in full by July 1st. This payment is made directly to the school and entitles you to a 2% tuition discount. Payments made after July 1<sup>st</sup> are considered late and the 2% discount will be forfeited.
- Plan 2-** Two-payment option with payments through FACTS due on June 5<sup>th</sup> or 20<sup>th</sup> and December 5<sup>th</sup> or 20<sup>th</sup> (an additional non-refundable FACTS enrollment fee of \$10 per family will apply).
- Plan 3-** Four quarterly payments through FACTS due on the 5<sup>th</sup> or 20<sup>th</sup> of June, September, December and March (an additional non-refundable FACTS enrollment fee of \$45 per family will apply).
- Plan 4-** Ten monthly payments through FACTS beginning in June. Payments can be made on either the 5<sup>th</sup> or 20<sup>th</sup> each month (an additional non-refundable FACTS enrollment fee of \$45 per family will apply).

### ***Tuition Summary***

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

### ***Partial Year Attendance***

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

<u>Starting Month</u>	<u>Amount of Tuition Due</u>
September	100%
October	100%
November	90%
December	80%
January	70%
February	60%
March	50%

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

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

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

### ***Delinquent Tuition Accounts***

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

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

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

### **VISITORS**

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

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

### ***Entrance to the School***

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

### **WEAPONS**

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

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

For the purposes of this policy, a dangerous "weapon" includes, but is not limited to, a gun, knife, sling shot, blow gun, blackjack, metallic knuckles including a ring intended to be worn on more than one finger ("fused rings") or knuckles or any substance which could be put to the same use with the same or similar effect as metallic knuckles, nunchaku, zoobow, also known as klackers or kung fu sticks, or any similar weapon

consisting of two sticks of wood, plastic or metal connected at one end by a length of a rope, chain, wire or leather, a shuriken or any similar pointed starlike object intended to injure a person when thrown, or any armband, made with leather which has metallic spikes, points or studs or any similar materials weighted with metal or other substance and worn on the hand or a manikigusari or similar length of chain having weighted ends. Any other device or object used or attempted to be used to inflict bodily harm on a person may be considered a weapon.

---

## Appendix A: Bullying Prevention and Intervention Plan

---

### APPENDIX A: BULLYING PREVENTION AND INTERVENTION PLAN

ST. MARY SCHOOL ELEMENTARY SCHOOL

Shrewsbury, MA

Diocese of Worcester

---

Bullying Prevention and Intervention Plan



Reviewed 8/16/17

---

## Appendix A: Bullying Prevention and Intervention Plan

---

### TABLE OF CONTENTS

- A. Introduction
- B. Definitions
- C. Priority Statement
- D. Assessing Needs and Resources
- E. Training and Professional Development
- F. Access to Resources and Services
- G. Academic and Non-Academic Activities
- H. Policies and Procedures for Reporting and Responding to Bullying and Retaliation
- I. Collaboration with Families
- J. Prohibition Against Bullying and Retaliation

---

# Appendix A: Bullying Prevention and Intervention Plan

---

## A. INTRODUCTION

Based upon the model Bully Prevention and Intervention Plan required under M.G.L. c. 71, 72, 73, 74 & 370 and drafted by the Massachusetts Department of Elementary and Secondary Education in consultation with state agencies, school personnel, advocacy organizations, and other interested parties, the following Bullying Prevention and Intervention Plan for St. Mary School is the proposed plan to effectively address bullying in our community while actively engaging our community as partners in effectively responding to bullying.

“Harassment”, including “Bullying”, and “Cyber-bullying”, means a repeated unwelcome written, electronic, verbal, or physical communication, act or gesture which: reasonably causes a student or staff member to feel coerced, intimidated, harassed, or threatened and may cause: a reasonable person to suffer physical or emotional harm, damage to a student’s or staff member’s property, or a disruptive or hostile school environment. The behavior must interfere with a student’s academic performance or ability to learn, to participate in or benefit from services, activities, or privileges.

The new law requires all school districts, charter schools, non-public schools, approved private special education day or residential schools, and collaborative schools to develop and adopt bullying prevention and intervention plans. Plans must meet the requirements of the law and should follow local policies and procedures. Non-public schools are required to give notice and provide a comment period for families that have a child attending the school. This public process will strengthen the collaborative approach that is required to build successful prevention and intervention programs.

Dealing with bullying in schools is a delicate and challenging situation. Sometimes children will continue to bully, even after being warned or disciplined and getting children that are victims of bullying to report it, is an even greater challenge. School systems can prevent bullying by not only having a written policy but by actually consistently enforcing their policy. Preventing and dealing with bullying today is complex and requires a collaborative effort from various professionals to address it. Because of the complexities associated with bullying, we will always need more clarification on certain issues when developing a policy of this nature.

## B. DEFINITIONS

- *Perpetrator* is a student who engages in bullying, cyber-bullying, or retaliation
- *Bullying*, as defined in M.G.L. c. 71, 72, 73, 74 & 370, is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:
  1. causes physical or emotional harm to the target or damage to the target’s property;
  2. places the target in reasonable fear of harm to himself/herself or of damage to his/her property;
  3. creates a hostile environment at school for the target;
  4. infringes on the rights of the target at school; or
  5. materially and substantially disrupts the education process of the orderly operation of a school.

---

## Appendix A: Bullying Prevention and Intervention Plan

---

- The plan shall apply to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.
- *Cyber-bullying* is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to email, instant messages, text messages, and Internet postings. See M.C.L. c 71 & 370 for the legal definition of cyber-bullying.
- *Hostile environment*, as defined in M.G. L. c. 71, & 370, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.
- *Retaliation* is any form of intimidation, reprisal, or harassment directed against a student or staff member who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.
- *Victim* a student or staff member against whom Bullying or Retaliation has been perpetrated.

### C. PRIORITY STATEMENT

The School expects that all members of the school community will treat each other in a civil manner and with respect for differences. The school is committed to providing all students with a safe learning environment that is free from bullying, cyber-bullying, and retaliation. The Bullying Prevention and Intervention Plan ("Plan") is a comprehensive approach to addressing bullying, cyber-bullying, and retaliation. The school is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. The school will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber-bullying, or retaliation in our school buildings, on school grounds, on school buses, or during school-related activities. The school will promptly investigate all reports and complaints of bullying, cyber-bullying, and retaliation and take prompt action to end that behavior and restore the target's sense of safety.

### D. ASSESSING NEEDS AND RESOURCES

This Bullying Prevention and Intervention Plan ("Plan") is the Diocese of Worcester's blueprint for enhancing capacity to prevent and respond to issues of bullying within the context of other healthy school climate initiatives. As part of the planning process, each school leader, with input from families and staff, will assess the adequacy of current programs; review current policies and procedures; review available data on bullying and behavioral incidents; and assess available resources including curricula, training programs, and behavioral health services.

---

## Appendix A: Bullying Prevention and Intervention Plan

---

An assessment plan for the 2016-2017 academic year includes: (1) the surveying of students, staff, parents, and guardians on school climate and school safety issues; and (2) collecting and analyzing building-specific data on the prevalence and characteristics of bullying (e.g., focusing on identifying vulnerable populations and “hot spots” in the school building, on school grounds, or on school buses). This information helps to identify patterns of behaviors and areas of concern, and will inform decision-making for prevention strategies including, but not limited to, adult supervision, professional development, age-appropriate curricula, and in-school support services.

The “Plan” should describe the methods the school will use to conduct needs assessments, including timelines and leadership roles and oversight responsibilities including, but not limited to: (1) receiving reports on bullying; (2) collecting and analyzing building and/or school-wide data on bullying to assess the present problem and to measure improved outcomes; (3) creating a process for recording and tracking incident reports, and for accessing information related to victims and aggressors; (4) planning for the ongoing professional development that is required by the law; (5) planning supports that respond to the needs of victims and perpetrator; (6) choosing and implementing the curricula that the school or district will use; (7) developing new or revising current policies and protocols under the “Plan”, including an Internet safety policy, and designating key staff to be in charge of implementation of them; (8) amending student and staff handbooks and codes of conduct accordingly; (9) leading the parent or family engagement efforts and drafting parent information materials; and (10) reviewing and updating the “Plan” each year, or more frequently.

### E. TRAINING AND PROFESSIONAL DEVELOPMENT

In accordance with M.G.L. c. 71, 72, 73, 74 & 370, the Diocese of Worcester Bully Prevention and Intervention Plan (“Plan”) provides ongoing professional development for all staff.

#### 1. Annual Staff Training on the “Plan”

Annual training for all school staff on the “Plan” will include staff duties under the “Plan”, an overview of the steps that the administration will follow upon receipt of a report of bullying or retaliation, and an overview of the bullying prevention curricula to be offered at all grades throughout the school or district. Staff members hired after the start of the school year are required to participate in school-based training during the school year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the last two years.

#### 2. Ongoing Professional Development

The goal of professional development is to establish a common understanding of tools necessary for staff to create a school climate that promotes safety, civil communication, and respect for differences. Professional development will build the skills of staff members to prevent, identify, and respond to bullying. As required by M.G.L. c. 71, & 370, the content of school-wide and district-wide professional development will be informed by research and will include information on:

- a) Developmentally (or age) appropriate strategies to prevent bullying;
- b) Developmentally (or age) appropriate strategies for immediate, effective interventions to stop bullying incidents;

---

## Appendix A: Bullying Prevention and Intervention Plan

---

- c) The complex interaction and power differential that can take place between and among an perpetrator, victim, and witnesses to the bullying;
- d) Research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment;
- e) The incidence and nature of cyber-bullying; and
- f) Internet safety issues as they relate to cyber-bullying.

Additional professional development will focus on:

- Promoting and modeling the use of respectful language;
- Fostering an understanding of and respect for diversity and difference;
- Building relationships and communicating with families;
- Constructively managing classroom behaviors;
- Using positive behavioral intervention strategies;
- Applying constructive disciplinary practices;
- Teaching students skills including positive communication, anger management, and empathy for others;
- Engaging students in school or classroom planning and decision-making; and
- Maintaining a safe and caring classroom for all students.

### 3. Written Notice to Staff

Saint Mary School will provide all staff with an annual written notice of the “Plan” by publishing information about it, including sections related to staff duties, in the school handbook, and the code of conduct.

## F. ACCESS TO RESOURCES AND SERVICES

A key aspect of promoting positive school climate at St. Mary School is ensuring that the underlying emotional needs of victims, perpetrator, families, and others are addressed. In order to enhance our school’s capacity to prevent, intervene early, and respond effectively to bullying, available services reflect an understanding of the dynamics of bullying and provide approaches to address the needs of victims and aggressors.

## G. ACADEMIC AND NON-ACADEMIC ACTIVITIES

The law requires each school or district to provide age-appropriate instruction on bullying prevention. Effective instruction will include classroom approaches, whole school initiatives, and focused strategies for bullying prevention and social skills development.

## H. POLICIES AND PROCEDURES FOR REPORTING AND RESPONDING TO BULLYING AND RETALIATION

### 1. Reporting Bullying or Retaliation

---

## Appendix A: Bullying Prevention and Intervention Plan

---

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school staff member is required to report immediately to the principal any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including an Incident Reporting Form.

Use of an Incident Reporting Form is not required as a condition of making a report. The school will: (1) include a copy of the Incident Reporting Form in the beginning of the year packets for students, and parents or guardians; (2) make it available in the school's main office; and (3) post it on the school's website.

At the beginning of each school year, St. Mary School will provide the school community, including administrators, staff, students, and parents or guardians, with written notice of its policies for reporting acts of bullying and retaliation. A description of the reporting procedures and resources, including the name and contact information of the administration, will be incorporated in student and staff handbooks.

### **a) Reporting by Staff**

A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school policies and procedures for behavior management and discipline.

### **b) Reporting by Students, Parents or Guardians, and Others**

The school expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged perpetrator solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private, and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

## **2. Responding to a Report of Bullying or Retaliation**

### **a) Safety**

Before fully investigating the allegations of bullying or retaliation, the principal will take steps to assess the need to restore a sense of safety to the alleged victim and/or to protect the alleged victim from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the victim and/or the perpetrator in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the victim, and altering the perpetrator's schedule and access to the victim. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

---

## Appendix A: Bullying Prevention and Intervention Plan

---

The principal will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

### **b) Obligations to Notify Others**

#### **i. Notice to Parents or Guardians**

Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.

#### **ii. Notice to Another School or District**

If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the administration first informed of the incident will promptly notify, by telephone, the administration or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

#### **iii. Notice to Law Enforcement**

At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the perpetrator, the principal will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal will, consistent with the “Plan” and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the administration or designee deems appropriate.

### **3. Investigation**

The principal will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegations(s) and the ages of the students involved. During the investigation the principal will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The

---

## Appendix A: Bullying Prevention and Intervention Plan

---

administration will remind the alleged perpetrator, victim, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, or other staff members as determined by the principal or designee. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation. Procedures for investigating reports of bullying and retaliation will be consistent with school or district policies and procedures for investigations. If necessary, the principal will consult with legal counsel about the investigation.

### **4. Determinations**

The principal will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the victim is not restricted in participating in school or in benefiting from school activities. The principal or designee will: (1) determine what remedial action is required, if any and (2) determine what responsive actions and/or disciplinary action is necessary. Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s); and the victim's or perpetrator's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal will promptly notify the parents or guardians of the victim and the perpetrator about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

### **5. Disciplinary Action**

If the administration decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the "Plan" and with the school's or district's code of conduct.

### **6. Promoting Safety for the Target and Others**

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the victim's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the principal or designee will contact the victim to determine whether there has been a

---

## Appendix A: Bullying Prevention and Intervention Plan

---

recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

### **I. COLLABORATION WITH FAMILIES**

Effective plans will include strategies to engage and collaborate with students' families in order to increase the capacity of the school or district to prevent and respond to bullying. Resources for families and communication with them are essential aspects of effective collaboration. The law requires the district or school "Plan" to include provisions for informing parents or guardians about the bullying prevention and intervention curricula used by the school district or school including: (1) how parents and guardians can reinforce the curricula at home and support the school or district plan; (2) the dynamics of bullying; and (3) online safety and cyber-bullying. Parents and guardians must also be notified in writing each year about the student-related sections of the Bullying Prevention and Intervention Plan.

#### **1. Parent Education and Resources**

Each school will offer an education program for parents and guardians that is focused on the parental components of the anti-bullying curricula and any social competency curricula used by the school or district.

#### **2. Notification Requirements**

Each year each school will inform parents or guardians of enrolled students about the anti-bullying curricula that are being used. This notice will be included in a school communication and will include information about the dynamics of bullying, including cyber-bullying and online safety.

### **J. PROHIBITION AGAINST BULLYING AND RETALIATION**

The law requires each "Plan" to include a statement prohibiting bullying, cyber-bullying, and retaliation. The statement must be included in the "Plan" and included in the student code of conduct, the student handbook, and the staff handbook. The following statement is incorporated directly from M.G.L. c. 71, 72, 73, 74, & 370(b), and describes the law's requirements for the prohibition of bullying. Acts of bullying, which include cyber-bullying, are prohibited:

- on school grounds and property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased, or used by a school district or school; or through the use of technology or an electronic device owned, leased, or used by a school district or school.
- at a location, activity, function, or program that is not school-related through the use of technology, including through the World Wide Web/Internet or use of an electronic device that is not owned, leased, or used by a school district or school, if the acts create a hostile environment

---

## Appendix A: Bullying Prevention and Intervention Plan

---

at school for the target or witnesses, infringe on their rights at school, or materially and substantially disrupt the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

As stated in M.G.L. c. 71, 72, 73, 74 & 370, nothing in this “Plan” requires the district or school to staff any non-school related activities, functions, or programs.

---

## Appendix A: Bullying Prevention and Intervention Plan

---

### Exhibit A

Diocese of Worcester

Saint Mary School

### Bullying Prevention and Intervention Incident Reporting Form

1. Name of person filing the report: \_\_\_\_\_ Date: \_\_\_\_\_

*(Note: Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report.)*

2. You are the: ☐ Target of the behavior ☐ Reporter (not the target)

3. You are a: ☐ Staff Member ☐ Administrator ☐ Student

☐ Other (please specify) \_\_\_\_\_

4. If you are a staff member, please state your role at time of incident: \_\_\_\_\_

5. Information about incident:

Name of Target: \_\_\_\_\_

Name of Aggressor: \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Location of Incident: (Please be as specific as possible). \_\_\_\_\_

6. Witnesses: (Please list the people who saw the incident or have information about it.)

Name: \_\_\_\_\_ ☐ Student ☐ Staff ☐ Other

Name: \_\_\_\_\_ ☐ Student ☐ Staff ☐ Other

Name: \_\_\_\_\_ ☐ Student ☐ Staff ☐ Other

7. Describe the details of the incident (including names of the people involved, what occurred, and what each person did and said – include specific words used.) Please use additional space if necessary.

---

---

---

---

---

---

---

---

8. Signature of person filing this report: \_\_\_\_\_

Diocese of Worcester  
Mary School

Saint

---

## Appendix A: Bullying Prevention and Intervention Plan

---

### Bullying Prevention and Intervention Incident Reporting Form Interview Information Form

Date of Incident: \_\_\_\_\_

Aggressor:

Target:

Witness:

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ For Administrative Use Only \_\_\_\_\_

9. Form given to: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

---

## Appendix A: Bullying Prevention and Intervention Plan

---

**Investigation:** Date forwarded to Principal: \_\_\_\_\_

1. Investigator(s): \_\_\_\_\_ Position(s): \_\_\_\_\_

2. Interviews:

☐ Interviewed Aggressor: Name \_\_\_\_\_ Date \_\_\_\_\_

☐ Interviewed Target: Name \_\_\_\_\_ Date \_\_\_\_\_

☐ Interviewed Witnesses: Name \_\_\_\_\_ Date \_\_\_\_\_

3. Any prior documented incidents by the aggressor? ☐ Yes ☐ No

If yes, have the incidents involved the target previously? ☐ Yes ☐ No

Any previous incidents with findings of bullying or retaliation? ☐ Yes ☐ No

4. Summary of Investigation: Please use additional paper and attach as needed.

---

---

---

---

---

**Conclusion:**

1. Finding of bullying or retaliation: ☐ Yes: Bullying ☐ Retaliation (circle one)

☐ No: Incident documented as \_\_\_\_\_

2. Contacts:

☐ Target's Parents/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

☐ Aggressor's Parents/Guardian Name \_\_\_\_\_ Date \_\_\_\_\_

☐ Law Enforcement Name \_\_\_\_\_ Date \_\_\_\_\_

☐ Other Name \_\_\_\_\_ Date \_\_\_\_\_

3. Action taken:

☐ Loss of Privileges - Specify \_\_\_\_\_

☐ Suspension In School \_\_\_\_\_ Out of School \_\_\_\_\_

☐ Expulsion

☐ Other (specify) \_\_\_\_\_

---

---

---

---

## Appendix A: Bullying Prevention and Intervention Plan

---

Follow up with target scheduled for \_\_\_\_\_ Initial and date when completed \_\_\_\_\_

Follow up with aggressor schedule for \_\_\_\_\_ Initial and date when completed \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

---

# Appendix B: Afterschool Program Handbook

---

## APPENDIX B: AFTERSCHOOL PROGRAM HANDBOOK

**St. Mary's After School Program** was developed to provide quality care for students in Grades K through Grade 8 following the conclusion of the regular school day.

We follow a schedule which includes time for structured and unstructured play, enrichments, homework and snack. Additionally, we strive to provide the children with opportunities to practice independence and self-direction and encourage them to interact with peers.

We are open on regularly scheduled school days from 2:30-5:30 with the exception early release days. Scheduled activities vary depending on the weather. Every effort is made to have the children spend time outside each day.

<b>Sample</b>	2:30	sign-in/snack
<b>Schedule:</b>	2:45	homework/free play
	3:30	Outdoor play/Gross motor activities
	4:30	Indoor activities
	5:15	Clean-up
	5:30	Afterschool care closes for the day

### Communication

If you need to contact the After School staff, please call the main office at 508-842-1601.

### Registration

All students who participate in After School must have a registration form on file. A non-refundable annual \$30.00 registration fee per family must be submitted with the registration form.

### Fees and Payment Policy for the 2017-2018 School Year

\$5.00 Partial Day (pickup by 3:30pm)

\$15.00 Full Day (pickup after 3:30pm)

Late Registrations and Drop In Rate

\$8.00 Partial Day (pickup by 3:30pm)

\$18.00 Full Day (pickup after 3:30pm)

The After School Program is a **prepay** program. At the end of each month, a calendar is available on the school website on the *After School home page* and is sent via *Wednesday envelope*. The days you anticipate your child attending should be checked off and payment should be calculated accordingly. **Both the calendar and payment must be returned to the school office by the due date listed at the bottom of the calendar.** The calendars are used to compile daily attendance; it is imperative they be returned on time to allow proper coverage of the children at all times. If your calendar is not received by the 1<sup>st</sup> of the month, the daily fee will be increased to \$8.00 a day for part-time and \$18.00 a day for full-time. Adjustments are made to your account for snow days or school absences. **If fees are not kept up to date, the school has the right to revoke afterschool care privileges.**

**If there is a change in your child's schedule, please forward a message to the school by 1:00, either written or verbal. It is not acceptable that your child be the one to inform staff of changes to their schedule.**

### **Per diem use of the Program**

In order to have sufficient staffing to ensure the safety of the children we ask for **24 hours** notice of your child's attendance in the program. We, at St. Mary School, understand there may be unforeseen emergencies or last minute schedule changes, but we ask you to plan for your child's care. We would rather have your child signed up and then receive a cancellation notice, than a last minute sign up. The per diem rate for After School this year is \$8.00 per day for part-time and \$18.00 per day for full time.

School is dismissed at 2:30; any student remaining in the carpool line after 2:45 will be sent to extended day and will be charged accordingly, a minimum of \$8.00.

At the end of each month a monthly statement is sent home to reflect any changes in charges. Credits will be applied toward future hours.

### **Late Pick-up**

**After School care closes promptly at 5:30PM.** If an emergency arises and you will be delayed, please call and inform staff of your delay. There is a late fee of \$1.00 a minute after 5:30. The late fee will appear on your monthly statement. Repeated late pick-ups may result in dismissal from the program.

### Enrichments

---

## Appendix B: Afterschool Program Handbook

---

If your child participates in an After School enrichment activity and then returns to the program, the daily fee will be adjusted accordingly.

### Pick Up

Children will only be released to a parent or another adult who is listed on your child's release form. Emergency situations do arise and other responsible adults may pick up your child with a phone call or note to the director of extended day. A picture ID will be requested from persons picking up your child if they are unfamiliar to staff. **Parents must sign their child out with the time each day.** This procedure is necessary for the safety of the students.

**Please note:** Our program exists to provide parents flexibility in picking up their children, however once a child is signed out by a parent he/she becomes the responsibility of the parent and may not be signed back into After School on a particular day.

### Snow Days

The After School Program will make every effort to remain open during severe weather conditions. If school is released early due to bad weather, the After School Program will remain open. However, we would appreciate pick up as early as possible to ensure everyone arrives home safely. If it is necessary to close due to worsening conditions you will be notified by phone.

### Discipline and Discharge

**Discipline is very important for the safety of all children in the After School Program. All children MUST practice obedience to authority, self-control, charity and thoughtfulness of others.**

**The children are expected to comply with the rules and regulations outlined in the St. Mary Parent/ Student handbook during after school hours.**

If a child has difficulty adhering to school policies, every effort will be made to help the child become a successful part of the program. If behavior continues or is considered to be extreme it may result in probation or suspension from the program.

### Homework

There is time allotted for homework for all children in Grades 2-8. Allotted times range from 20 minutes for the youngest students to an hour for the older students.

During this time, the teachers on duty will make every effort to assist any student who may need individual attention. Parents are asked to check their student's homework for completion when they get home.

### Clothing and Snacks

We strongly recommend students bring a change of clothes. If a student changes it is their responsibility to put his/her things in their own backpack. Any clothes brought for After School must adhere to the non-uniform regulations stated in the student handbook.

Outerwear dress should be appropriate for the weather since the children go outside everyday, weather permitting. During the winter months, the children will go outside. Please help your child plan accordingly so he/she has the appropriate clothing to stay warm and dry. Only students wearing appropriate snow clothes will be allowed in the snow; this includes boots.

Students are provided a snack and drink each day. If you have any concerns regarding snack, please speak to a staff member or the director.

### Electronic Devices

Electronic devices such as, but not limited to, cell phones, iPods, and iPads may not be used during After School care hours without permission of the director or the staff on duty.

Students who violate this policy will have the device confiscated, and it will be returned to the parent upon pick-up.

---

## Appendix B: Afterschool Program Handbook

---

### **Toys/Personal Items**

Toys from home may be brought in with an understanding that if they are lost or damaged, the school is not responsible. We ask parents to monitor closely the items their children are bringing to school. Toys and personal items are the sole responsibility of the student. No toy guns or violent toys of any nature will be allowed. Electronic games will not be permitted without express permission from the director.

**Medications** There is no nurse on premises during after school hours, and the staff is not allowed to dispense medication, prescription or non-prescription. The Director does have access to the Health Office and medication for life threatening allergies if the need arises.