



**Student and Parent  
Handbook  
*2011-2012***

***Saint Mary School***

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[www.stmaryngtn.com](http://www.stmaryngtn.com)

Accredited by

The New England Association of Schools and Colleges

Dear Parents and Students,

*“What greater work is there than training the mind and  
forming the habits of the young?”*

*St. John Chrysostom*

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

The information contained in this handbook will assist you as you navigate throughout the school year. If at any time you have a question about policies or procedures, you should be able to find the answer in this document. However, if you can not find the answer or you need further clarification, please feel free to contact the school.

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

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Mrs. McDonald

**STUDENT AND PARENT  
HANDBOOK  
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***MISSION STATEMENT***

We, of Saint Mary School, are a Catholic community that works to ensure that every student in Pre-K through Grade 8 acquires knowledge, skills, and Catholic values.

In conjunction with the family, the Church, and the community at large, we offer a caring environment and a quality program. We prepare a diverse student population to live as productive and contributing citizens and to live as full members of the Body of Christ. Our commitment to academic excellence, while developing the whole child, enables each student to achieve the full potential that God has endowed.

***SCHOOL PHILOSOPHY***

Saint Mary School, in partnership with the Church and the parents, strives to bring the child to a realization of his/her loving relationship to God, to neighbor, and to self, in a community of Faith. It is through the interaction of the faculty, children, and parents in a cooperative atmosphere, distinguished by mutual respect, that the goals of Catholic Education can be attained.

Saint Mary School, as the formal agent of education, is concerned not only with the intellectual growth of the child, but also with the physical, aesthetic, moral, and spiritual aspects of his/her development in the light of Christian principles and values. Learning is a life-long process and our staff aims to inculcate a love for learning which will endure beyond the school years.

Each child at Saint Mary School is seen as an individual with his/her own needs, as well as a member of society. Critical thinking, proper formation of conscience, and growth in the Christ-like self-discipline which leads to responsibility and love of God and others, are needs which Saint Mary School strives to meet through a firm but fair discipline process.

Saint Mary School derives its status as a place where Christians are formed and educated from the guidelines given by the American Bishops in their pastoral message, "TO TEACH AS JESUS DID." We believe it is the teacher's role to provide instruction which is contemporary in presentation, while being authentic in doctrine, to meet the needs of the child in this changing world. The school proclaims the message of the Gospel in fostering growth of Christian Community and involving students in serving others.

Saint Mary School offers in its educational program a value system wherein the child can be directed to answers in time of doubt, find security in an age of restlessness, and develop a Christian approach to life in an age of neo-paganism. The school provides ways of learning which best meet the individual's needs while promoting the common good. The concepts of peace, justice and diversity are incorporated across the curriculum to make students aware of local and global issues.

***HISTORY***

In 1955, Reverend Joseph F. Buckley, newly appointed pastor of Saint Mary Church, realized the facilities of the parish would soon be inadequate to accommodate Newington's rapidly expanding community. The parishioners, who had been asking for a parochial school for a long time, were very happy upon hearing the news that a school would be built. Their subsequent financial

support exceeded the minimal goal of \$225,000 by \$75,000. So, after a successful capital building campaign, construction of Saint Mary School began during July, 1957.

In September, 1958, the school opened as a junior high school with an enrollment of 165 students in two grades, seven and eight. Five Sisters of Notre Dame de Namur served as the first teaching staff with Sister Josepha Julie as principal. As part of the original plan, grade nine was added in 1959, and in June, 1960, the first Saint Mary School graduation took place.

The school was founded "in order to advance the educational mission of the Church. Its philosophy enveloped the Christian spirit and educational endeavors. With the conflicts and crises of our times, it is hoped to prepare our youth to adapt to life situations while maintaining a solid value system." The objective of the curriculum was "to provide each student with a diversified knowledge and understanding of himself, his family and his world, with the young people are exposed to daily Christian Witness and its application in their own lives. Hopefully each youngster who has passed through Saint Mary School has become aware of a second world - a world of sickness, poverty, loneliness and hunger - and knows how to help." (1)

During the mid-1960's, Sister Julie Edwina served as principal. No significant organizational changes occurred at the school until 1969 when Newington High School added grade nine. To conform to the other junior high school in town, Saint Mary School dropped grade nine and added grade six. At that time, grade five was also added on a trial basis for one year only.

In June, 1970, Reverend Joseph F. Buckley retired and Reverend Thomas F. Toohey was appointed pastor of Saint Mary Church. In 1971, a scarcity of teaching sisters necessitated a move to an all-lay faculty with Miss Mary McGrail as principal. Also during this period, Saint Mary School and the Newington public schools were experiencing declining enrollment. In May, 1976, Reverend Thomas F. Toohey was appointed pastor of Saint Patrick Church in Collinsville in an experimental "pastor exchange" program, and the pastor of Saint Patrick Church, Reverend Donald J. O'Leary, was named pastor of Saint Mary Church. Donald Cipriano was named principal of Saint Mary School. Led by the efforts of the new pastor and the school administration, the school began to phase in elementary grades effective with the 1977-1978 school year. At this time, the pastor, Reverend Donald J. O'Leary, hired three members of the Sisters of Charity to fill these positions.

The next year, 1978, kindergarten and grade three were added. In 1979, grade four was added followed by the addition of grade five in 1980. By 1980, Saint Mary School was a complete elementary school offering grades kindergarten through eight and boasting an enrollment of over 200 students for the first time on record. The school's program was further enhanced in 1982 with the establishment of a pre-kindergarten class of 35 three and four-year olds.

In 1981, David Milardo was appointed principal of Saint Mary School. He served as principal from 1981-1989, leaving in 1989 to become an assistant principal at Newington High School. In 1986, Reverend Thomas Lynch was appointed pastor of Saint Mary Church. In the same year, Saint Mary School was accredited by the Archdiocese of Hartford after a comprehensive self-study in 1985. Following the 1986 site visit, Saint Mary School developed an action plan to implement the recommendations of the visiting committee.

Patricia O'Neil Tiezzi, assistant principal during the 1988-1989 school year, assumed the role of principal. Mrs. O'Neil Tiezzi was instrumental in continuing the fine work which was begun by her predecessor.

Also in 1989, a part-time Development Coordinator was hired to oversee the Development Program at Saint Mary School. Alumni newsletters were sent out, an aggressive public relations campaign was started, and the first Annual Fund and Phone-a-thon were launched in the spring. Established development efforts continued, even though the role of Development Coordinator was discontinued for a brief period. In January, 2005, a new part-time Development Coordinator was hired. With the opening of school in September, 1990, a new program, TLCare, was offered at Saint Mary School. TLCare is a program that provided inexpensive afterschool care for the students.

In 1991, having successfully completed the implementation of the accreditation recommendations, Saint Mary School received reaccreditation. In the early 1990's, as Saint Mary School became a more integral part of the Newington community, the Human Services Department opened their programs to our students. The D.A.R.E. Program was incorporated into grade five and the R.O.P.E. Program into grade six. Effective with the 1992 school year, the position of physical education (PE) teacher was expanded to include the responsibilities of Athletic Director.

In 1993, a modified all day kindergarten program was introduced to help our students become better prepared for the academic demands of our primary grades. The program was half day from September to December and full day from January to June. With the start of school in 1998, our kindergarten program became full day for the entire school year.

Since Latin is the base for most other languages, it was felt that our students would benefit from its inclusion in our curriculum. During the 1994-1995 school year, the study of Latin was added to the seventh grade course of study. Realizing that not all students have the ability to master this difficult language, it was decided that a second foreign language, French, be added to the curriculum. In 2003, Latin and French were phased out and Spanish became the foreign language taught at Saint Mary School.

Starting in the mid 1990's, our financial records were computerized. In conjunction with this, the position of bookkeeper was upgraded to business manager.

After undergoing another comprehensive self-study, Saint Mary School was accredited by the New England Association of Schools and Colleges (NEAS&C) in 1994.

In 1997, along with the new pastor, Reverend Thomas Barry, Robert Biancamano was hired as the new principal of Saint Mary School and served until 2000. During Mr. Biancamano's administration, the accelerated math program was added to the curriculum. Through this program, students who qualify have the opportunity to complete the study of Algebra I in grade eight. Also under Mr. Biancamano's leadership, the sports program was expanded to include a soccer program which was introduced to complement the already existing basketball and cheerleading programs.

Thomas Gersz served as principal from September, 2000 until June of 2004. Under his leadership, the computer program was expanded to include kindergarten through grade eight.

In June of 2003, the last of the Sisters of Charity retired. The school is now entirely staffed by lay faculty.

Thomas Maynard, was hired during the summer of 2004. Saint Mary School immediately benefited from his presence. He implemented a website which makes the school's offerings

accessible to everyone. His encouragement of the use of technology in the classroom and his vision for the future offered promise for the continued growth of Saint Mary School. During the 2009-2010 academic year, Smart Boards were installed in each classroom and their use has been integrated into all areas of the curriculum. In order to accommodate today's working parents, the TLCare program has expanded to include care for our students before school as well as after school until 6 p.m.

In June, 2009, Reverend Joseph Keough was appointed Pastor of Saint Mary Parish and his commitment to Catholic education immediately evident. Under his direction, he reintroduced Catholic traditions, such as Benediction. He has been a strong and active presence since his arrival. His frequent classroom visits and "guest lecturing" will long be remembered by the students.

Saint Mary School continues to benefit from the generosity and support of the parishioners who have remained fully committed to their school, respecting the important role it plays in the educational mission of the Church. This support, coupled with an active school community, offers the promise of continued growth and sustained commitment to Catholic education.

(1) from: St Mary Church Golden Jubilee Commemorative Book, 1974. Pages 82-90

***Vision statement for Catholic schools in the  
Archdiocese of Hartford***

*The fundamental purpose of Catholic schools is to  
advance the educational mission of the Church!*

Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and the local civic communities; graduate students who are critical thinkers, productive moral citizens, and spiritual leaders; and recognize and appreciate parents as the primary educators of their children.

***NONDISCRIMINATORY POLICY***

Saint Mary School admits students of any race, color or ethnic origin to all the rights, privileges, programs and activities accorded or made available to students at the school. The school does not discriminate on the basis of race, color, or ethnic origin in the administration of education policies, admission policies, scholarships, or any other school-administered programs.

***PARENTS' ROLE IN EDUCATION***

We, at Saint Mary School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life--physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint Mary School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals

taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life. Once you have chosen to enter into a partnership with us at Saint Mary School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

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

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

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

### ***Parents As Partners***

As partners in the educational process at St. Mary School, we ask parents:

To set rules, times, and limits so that your child:

Gets to bed early on school nights;

Arrives at school on time and is picked up on time at the end of the day;

Is dressed according to the school dress code;

Completes assignments on time; and

Has ordered a hot lunch or brings a nutritional lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent for 3 or more consecutive days;

To notify the school office of any changes of address, important phone numbers, and email address;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

- To complete and return to school any requested information promptly;
- To read school notes and newsletters and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.

### ***SCHOOL OFFICE HOURS***

The school office is open on all school days from 7:45 a.m. – 3 p.m.

### ***DAILY SCHEDULE***

- 7:45 - Duty Teacher in Gym
- 8:00 - School Day begins in Gym with Morning Meeting
- 8:15 - Classes Begin
- 2:25 - Readiness for Dismissal
- 2:35 - Dismissal
- 6:00 - TLCare Ends

### ***ADMISSION***

Saint Mary School seeks to enroll all students who are likely to benefit from the program offered at the school. Because of limits in their resources and programs, the schools of the Archdiocese of Hartford may not be able to provide an appropriate education to all students with special needs. A student may be denied admission or an existing student may be requested to find placement in another school if it is determined by the principal with the concurrence of the Pastor of Saint Mary Church that Saint Mary School does not offer the program necessary for the student to be successful.

### ***ATTENDANCE***

If your child will be absent from school, please notify the school office (860-666-3844) between the hours of **8 a.m.–9 a.m.** on that day. **When your child returns to school following an absence, they are expected to present the homeroom teacher with a note from the parent explaining the reason for the absence and indicating the date(s) of the absence.** *This note must be presented even though you have called in the child's absence. Excused absences include serious illness, medical and dental appointments of an emergency nature and serious home emergencies such as death or serious illness.*

*Cases of excessive absence will be handled by the administration on an individual basis. As per policy, a student who is absent from school on a given day or leaves school before 12:20 p.m. due to illness, will not be permitted to take part in any school activity or function (i.e. dances, practices, games, extracurricular activities) which are scheduled for later that day.*

Punctuality is a habit. Children learn it from their parents. Repeated tardiness can have a detrimental effect on a student's work. It is also distracting to other students and the classroom teacher. Frequent and repeated tardiness is disruptive to the school and class. The school day officially begins at 8 AM when we gather for prayer in the gym. Students who arrive after this time are considered late. Once the gym doors have been closed, students must enter the building through the main doors, go to the office and get a late pass. Should this occur more than 4 times during a quarter, a parent must escort the late child to the office, each time beyond the 4<sup>th</sup> time

that quarter, and fill out a late form explaining the reason for the late arrival. If a student is late 10 times in a quarter, a conference with the Principal will be required in order to determine how this time will be made up. Bus students will not be considered tardy if their bus is late.

Please try to schedule doctors' and dentists' appointments after school hours unless there is an emergency. A request for the early release of a student must be made in writing to the homeroom teacher who will forward the request to the office. Any child who is dismissed during the day, must be personally signed out by the parent.

Students who leave school due to sickness or for any other reason, must have completed a minimum of four (4) hours to be considered "in attendance". Children who leave prior to the completion of four (4) hours will be recorded as absent for the entire day. This will be shown as a one day absence on the report card.

### ***SCHOOL DAY***

The school day for children begins promptly at 8 a.m., at which time the students will file into the gym. *Walkers or riders should NOT arrive before 7:45 a.m. because supervision cannot be assured.* Bus riders will disembark between 7:45 a.m. - 8 a.m. Dismissal will be at 2:35 p.m. on full days and at 12:20 p.m. on early release days (unless otherwise noted).

### ***COMMUNICATION***

Our website is updated regularly. All notices are posted in the appropriate section. Please make sure that we have your current e-mail address so that electronic communications can be sent to you via e-mail. **The Principal Newsletter will be distributed electronically every other Monday**, September through June. Please notify the office if you do not have internet access and a hard copy will be sent home with your oldest child. Please read each notice carefully and post it in a visible spot, since it usually contains information regarding important dates, upcoming events or policy changes. These notices will also be posted on the bulletin board of each classroom, in the main lobby of the school and on the School website of [www.stmaryngtn.com](http://www.stmaryngtn.com). Refer to them periodically to update yourself and your family.

Every classroom has its own class page on the website which contains homework assignments and classroom news. Parents may communicate via e-mail with teachers through this site. The website address will be provided to you in September by the classroom teacher.

### ***BIRTHDAY PARTIES AND INVITATIONS***

We encourage your child to share their birthday with other students in the class. Whether during class time or lunch time cupcakes, brownies or rice krispie treats are shared by all members of the class. Please talk with the classroom teacher in advance as some students have serious allergies which prohibit them from ingesting or even touching certain food ingredients. We will allow students to distribute birthday party invitations or any invitation to all members of their class. **If all of the students in the class will not be invited, the invitations cannot be distributed in school.**

### ***BOOKS AND SCHOOL PROPERTY***

Students are issued textbooks at the beginning of the school year. Self adhesive book covers are not allowed. **It is the responsibility of the student to keep their books covered at all times.** Failure to do so will result in a detention. Parents will be billed for replacement of damaged books.

Books and other school issued materials are loaned to the students on a yearly basis. They are responsible for any damage or loss that occurs. All books must be carried to and from school in a book bag. **Students in Grades K-3 are required to have a Saint Mary School backpack which can be purchased through the office.**

Students should not mark school furniture, walls, ceilings, floor or equipment with a marker, pen, pencil, paint or other instrument. Students are not to willfully damage school property (lighting fixtures, windows, etc). Accidents do occur, however, and students will be responsible to pay for anything which they break or needs to be replaced.

Library books are available on loan to students. It is expected that these books receive proper care and returned in good condition with normal usage. Students are expected to pay for any lost or damaged library materials. Encyclopedias are not to be removed from the library.

#### ***POLICY FOR LOCKERS AT SAINT MARY SCHOOL FOR GRADES 5-8***

Students will be assigned a locker in which to keep jackets, book bags, backpacks, and materials related to school life. A combination lock will be loaned to the student to be used to secure the locker. **Students may not bring their own locks. Only school issued locks may be used.** If a lock is lost or misplaced, the student will be charged a replacement fee. When the original lock is found the amount charged will be returned. Items which are not necessary for school or are illegal are not allowed in school. Lockers will be searched by the Principal if there is reasonable suspicion that there is something illegal, dangerous, disruptive to the operation of the school or affects the health and safety of other students.

Our Locker Policy is as follows:

- a. Any search of school property assigned to a specific student may be made only if school authorities have reasonable cause to believe that the property contains an item which violates school rules. When possible, the student involved will be asked to be present.
- b. The school retains the right to inspect lockers and desks periodically for compliance with school rules.
- c. Items which are not permitted in school, in lockers or desks include electronic devices, weapons, illegal drugs, tobacco products, alcoholic beverages, and stolen property. Any person or persons found in possession of the above items will be subject to serious disciplinary action, legal action, or both.

#### ***BUSING***

*Only students who are residents of Newington* and live within the designated limits will be bused to and from school. Students are expected to behave properly on the bus and can expect a "Bus Conduct Report" if they do not abide by the rules and regulations set forth by the driver. The driver is responsible for transporting students to and from school safely and cannot be expected to be a referee or watch guard for misbehaving students. The driver's full attention must be on the driving. Therefore, it is the parents' responsibility to instruct their children on proper behavior while riding the bus.

Students are required to take their regular bus to and from school. Only assigned students are allowed to ride the buses. **Assigned students who request to take another bus from the one originally assigned must have their parents submit a written request to the Principal at least one day in advance.** The Principal will make a formal request of the Newington Transportation Director who will either grant or deny the request based on the information provided. The Principal will inform the parent of the decision and the school secretary will write

a pass. Parents are expected to notify the school when there is a change of residence within the town. The school will then notify the bus company as to the change in bus stop.

### ***CHEATING***

Cheating of any type will not be tolerated. **Plagiarism is a form of cheating by using the words of another author, not citing the author or giving credit to the author. This type of cheating will be dealt with by administration.** Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

### ***CHILD ABUSE LAWS***

Saint Mary School abides by the Child Abuse laws of the State of Connecticut. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

### ***COMMUNICATION PROCEDURES BETWEEN PARENTS AND SCHOOL***

Parents' concerns about their child are to be addressed first with the teacher. Please allow the teacher sufficient time to investigate and resolve the situation. If you are not satisfied with the resolution then communicate your concerns to the Principal. If you are still not satisfied with the resolution, then contact the Pastor. It is very important that everyone involved be aware of the complete facts. A final decision shall be withheld until the facts have been sufficiently considered by all the parties involved.

If you have any questions regarding a classroom situation, please discuss it first with your child's teacher. Our faculty is very responsive and understanding and more than willing to help handle a "small" situation before it becomes a "BIG" problem. If there is a question pertaining to school policy contact the Principal. It is far better to discuss all such matters with those in authority than to discuss them with someone else.

### ***CONFERENCES AND REPORT CARDS***

Report cards are distributed four times a year for students in grades 1-8 and three times a year for kindergarten students. **Report cards will be sent home with students.** The date(s) that the report cards will be **sent home** will be published in the Principal's Newsletter. Progress Reports are sent home approximately mid way through the term.

Conferences are scheduled in November and January for you to meet and discuss your child's progress with the teacher(s). Exact conference dates and times will be announced well in advance. It is strongly suggested that you confer with your child's teacher at least once during the school year. If your child receives a failing grade, a conference is required. Parents and guardians of students who have received a mid-term report from a teacher indicating a subject deficiency are required to sign up for a conference during the three days scheduled in November or January.

Conferences can be and should be scheduled with your child's teacher any time you have a particular concern about your child's progress academically, socially or emotionally. Do not wait until the situation becomes so unbearable or your child is failing before you arrange to talk with the teacher. Since our teachers are the primary instructors of your child, they must be the initial contact. If you feel there is a need to pursue any educational matter further, your next step would be to contact the Principal. Calls to the Pastor or Superintendent of Schools are automatically referred back to the Principal.

Do not call or visit the teacher or Principal at home to confer unless you have been asked to do so. Also the grocery store, movie theater or other public places are not the place or time to discuss your child's progress. Do not stop by unannounced before or after school, to confer with your child's teacher unless requested to do so, since this is the time the teachers have to get ready for the coming day. To arrange a conference, simply write a note to the teacher or call the school office (860-666-3844) and one will be arranged for you.

### ***CURRICULUM***

Saint Mary School follows the curriculum standards published by the Office of Catholic Schools.

### ***DANCES***

Throughout the school year the upper grade classes sponsor dances which are open to Saint Mary School students in grades 6 - 8. These dances are usually held in the school gym or the Church Hall and are chaperoned by faculty members and parent volunteers.

Music is provided and refreshments are sold. These dances serve as a fundraising means for the eighth grade class and also provide the students with an opportunity for socialization.

Each June, the current seventh grade class hosts a graduation dance. This dance is strictly limited to members of the seventh and eighth grade classes. This is not a formal dance/prom. Formal attire, limousine rental, professional photographers, etc. are not allowed.

### ***DISCIPLINE POLICY***

The ideal of discipline within Catholic education is to enable students to move from externally imposed discipline, to self-discipline to discipleship. Children first must learn appropriate behavior through someone or something outside themselves. As soon as they are sufficiently mature, however, they should be helped to govern their conduct from within themselves so that they can live responsibly. Ultimately, opportunities should be provided which lead them to look beyond themselves to principled living, as exemplified by Jesus Christ.

The following policies have been established so that all students at Saint Mary School will know what is expected of them in terms of behavior. Students and parents are asked to read this policy and are expected to take this information seriously. It is the desire of the faculty and staff to have each child learn how to become a responsible Christian. This can only be done in an atmosphere of learning and growth.

### ***DETENTION PROGRAM***

Detention Procedures:

1. Student will receive a detention form for either academics or conduct to be taken home to parents.
2. The child must have the detention form signed by the parent or guardian and returned the next day. Failure to do so merits another detention or other creative disciplinary measures designed by the Principal. A phone call will inform the parent of this alternative.
3. Detention after school is from 2:35 p.m. - 3:15 p.m. on the day noted on the Detention slip.
4. Students must be picked up promptly at 3:15 p.m. after serving their detention. **If the student is not picked up by the designated time, he/she may be sent to TLCare at the established cost to the parent.**

Specific Student Rules:

1. Students will be respectful to all authority at all times as well as to their peers.

2. Each student will accept and respect all regulations deemed necessary by the Principal, faculty and staff.
3. Student conduct in the classroom that deprives the other students from sharing their teacher's professional abilities will not be tolerated.
4. Students will complete all homework assignments. There will be no homework on weekends for students in grades K-5 so that they may take this time to celebrate family (incomplete/long range projects are the exception). Grades 6-8 may have weekend homework.
- 5. Continual tardiness will not be accepted and may result in administrative action.**
6. Students will respect all school property and the property of their peers as well as their own.
7. Gum is prohibited.
8. Students must strictly adhere to the uniform dress codes.
9. Students are responsible to see that all written and verbal communications are delivered to parents.
10. Electronic devices, games, iPods, etc. are to be left at home. The school will not be responsible for any lost or stolen items.
11. Harassment, either physical or emotional, will not be tolerated. Parents are advised to review proper usage of all phones, particularly texting. Phones are not to be used to harass or abuse other students. Bullying and harassment means any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate or intimidate the other student while on school grounds, at a school-sponsored activity or on a school bus, which acts are repeated against the same student over time or committed more than once against any student during the school year. **\*See Section on Bullying.**
12. Cell phones may be taken to school. This is to ensure that students may communicate before and after school with their family. However, they may not be used during the hours of 8 a.m.–3:00 p.m. Cell phones must be turned off and kept in the student's backpack in the classroom. Unauthorized use will merit confiscation for the day and loss of privilege of carrying the phone. The school is not responsible for lost or damage to phones.
13. Students who misbehave on the bus will be disciplined accordingly.
14. Students must come to school well groomed and neat in appearance. (Facial hair, extreme haircuts, fad hairstyles, colored or dyed hair, excessive make-up, tattoos, or body piercing of any type will not be permitted.) Boys may not wear earrings. However, if this is part of their religious belief, they must submit a note to the office from their parents. At that time, the student will then have their earrings covered by tape in school. Earrings are not permitted to be showing in school. Girls may wear **one** pair of small stud earrings without hoops or dangling parts.
15. Students must refrain from using objectionable language.

*At times, another form of punishment may be substituted for the detention at the discretion of the teacher or Principal.*

### **SUSPENSION**

A student may be suspended for the following:

- Continual disrespect to teachers, students or school staff without any evidence that personal responsibility to change is forthcoming from the student.
- Willful destruction of school property. Parents will be held liable for all repairs and replacement of school property.
- Social behavior that is deemed inappropriate for a student of Saint Mary School.

- Physical violence against another that necessitates medical attention or is sufficiently severe to merit suspension.
- Possession of illegal drugs.
- Found to be in the possession of a knife or any type of weapon.
- Bullying or harassment.
- Threatening.
- Cheating
- Forging parent signature

The student’s parents or guardians will be notified by phone or in writing.

The Principal may waive disciplinary action at their discretion for just cause.

Suspensions will be issued as follows:

1. The student’s parents or guardians will be notified by phone or in writing.
2. “In-school” suspensions will be issued for a student at the discretion of the Principal.
3. Students will take an “at-home” suspension for any grave situation.
4. A discussion with parents, student and Principal must be arranged before the student returns to school.

A student who receives an “in-school” suspension will not be allowed to attend regularly scheduled classes. **They will be monitored by a paid substitute at the expense of the parent at the current rate of pay for a substitute.** They will be given the daily assignments and will spend the day separated from their class. Parents will be notified of the suspension through an “in-school” suspension report. A student on suspension cannot participate in after school activities, games, dances, etc. during the suspension period.

### ***EXPULSION***

The Administration of Saint Mary School reserves the right to expel a student who is unable to adapt to the Christian environment, who presents a danger to the moral or physical well-being of other students, or is guilty of prolonged and open disregard for school authority.

Expulsion will be considered only after conferences with parents/guardians have made the latter fully aware of the seriousness of the student’s conduct. The Superintendent of Elementary Schools, or, the Assistant Superintendent will be consulted by the Principal before the final decision is made.

### ***DRESS CODE***

All students in grades K-8 are expected to wear the proper school uniform each day. **If for some legitimate reason a child must appear out-of-uniform, a courtesy note must be written by the parent.**

In addition to the proper uniform, neatness, cleanliness and good grooming are expected. This includes not only the condition of the clothing, but also the general appearance of the student. Fad hairstyles, facial hair, excessive make-up, distracting jewelry (i.e. bracelets, nose rings, earrings for boys – refer to the above section – Specific Student Rules) and nail polish are not allowed in school. **BLACK SOLED TREADED SHOES, HIKING BOOTS, CONSTRUCTION BOOTS, OR PLATFORM SHOES ARE NOT ALLOWED.** *Please note that the School Principal is the final authority on all uniform and dress questions.*

For safety reasons, girls are not allowed to wear dangle earrings. If earrings are to be worn, they must be the stud style (no dangles or hoops will be allowed). One earring per ear is permitted.

Fleece vests or jackets are considered outerwear apparel and, therefore, will not be allowed to be worn in the classroom or the building.

The dress code is as follows:

**Spring Casual (Boys & Girls) - Grades K-8**

White short sleeve golf/polo shirt with SMS logo  
Navy blue walking shorts  
White ankle socks  
Sneakers (99% **White**)

**Winter Casual - Girls - Grades K-4**

Navy Pants/SMS Plaid Jumper/SMS Plaid Skort  
White Long Sleeve Polo Shirt with logo  
White Turtleneck (*No Mock Collars*)  
White Long Sleeve Peter Pan Shirt  
Navy Knee Socks/Navy Tights when wearing jumper or skort; white sock are permissible with pants  
Dress Shoes (*Closed toe and Closed Heel – Black, Brown or Navy only – No High, Pointed or wedge Heels*)  
*No Clogs, Sling-Back or High Heels Allowed*

**Dress Uniform - Girls - Grades K-4**

SMS Plaid Jumper/SMS Plaid Skort  
White Long Sleeve Peter Pan Shirt  
SMS Plaid Cross Tie (*for Skort only*)  
Navy Knee Socks/Navy Tights  
Dress Shoes (*Closed toe and Closed Heel – Black, Brown or Navy only – No Heels*)  
*No Clogs, Sling-Back or High Heels Allowed-other than a traditional flat heal, no higher than 1/2"*

**Winter Casual - Boys - Grades K-4**

Navy Pants  
White Long Sleeve Polo Shirt with logo  
White Turtleneck (*No Mock Collars*)  
White or Navy Socks  
Dress Shoes (Black, Brown or Navy only)

**Dress Uniform - Boys - Grades K-4**

Navy Pants  
White Long Sleeve Oxford Button Down Shirt  
SMS Plaid Tie  
Navy Socks  
*Dress Shoes* (Black, Brown or Navy only)

**Winter Casual - Girls - Grades 5-8**

Navy Pants/Navy Skirt/Navy Skort  
White Long Sleeve Polo Shirts with logo  
White Long Sleeve Oxford Button Down Shirt

White Turtleneck (*No Mock collars*)

Navy Knee Socks/Navy Tights/Navy Nylons: white socks are permissible with pants

Dress Shoes (*Closed Toe and Closed Heel – Black, Brown or Navy only – No Heels*)  
***No Clogs, Sling-Back, High Heels, Slippers, Open-toed, wedge or Ugg-type boots Allowed***

**Dress Uniform - Girls - Grades 5-8**

Navy Skirt/Navy Skort

White Long Sleeve Oxford Button Down Shirt

Navy Cross Tie

Navy Knee Socks/Navy Tights/Navy Nylons

Dress Shoes (*Closed toe and Closed Heel – Black, Brown or Navy only – No Heels*)

***No Clogs, Sling-Back or High Heels Allowed - other than a traditional flat heel, no higher than 1/2”***

**Winter Casual - Boys - Grades 5-8**

Navy Pants

White Long Sleeve Polo Shirt with logo

White Long Sleeve Oxford Button Down Shirt

White Turtleneck (No Mock collars)

White or Navy Socks

Dress Shoes (Black, Brown or Navy only)

**Dress Uniform - Boys - Grades 5-8**

Navy Pants

White Long Sleeve Oxford Button Down Shirt

Navy Tie

Navy Socks

Belt (Black, Brown or Navy only)

*Dress Shoes* (Black, Brown or Navy only)

**Optional Items:**

Navy Cardigan Sweater **with logo**

Pullover “V” Neck Sweater **with logo**

Shirts/blouses are to be tucked in at all times and pants/shorts with loops are to be belted with black or brown belt.

**Dress Code Changes**

- October 11 - students change to winter uniforms.
- April 23 - students change to spring uniforms.
- The Dress Uniform must be purchased by all students. Students will be required to wear the Dress Uniform on Mass Days and other formal occasions.

**Gym Uniforms - Grades K - 8**

White t-shirt with SMS logo

Navy mesh shorts

Navy sweatshirt and sweat-pant with SMS logo or

Navy Running suit with zippered jacket and pants with SMS logo

White ankle socks

Athletic sneakers

Gym uniforms are only available through the Dennis Uniform Company. They can be ordered through their toll free number 1-800-854-6951 or 24 hours a day through their *website* [www.dennisuniform.com](http://www.dennisuniform.com).

### ***CASUAL DAYS***

Throughout the year we have a number of “dress down” days. Although a headache for many parents, the children seem to enjoy wearing “regular” clothes. In order to eliminate any misunderstanding, appropriate attire for these days is as follows:

Blue jeans, skorts, skirts, shorts (reasonable length – meaning skorts, skirts and shorts may be no shorter than 2 inches above the knee), tee shirts (no concert shirts, graphic shirts, shirts with obscene language or gestures, no tank tops, spaghetti straps or low-cut tops, midriff tops), shoes or sneakers are allowed. **Sandals and flip-flops are not allowed.**

If you have any question as to the appropriateness of your child’s clothing, I would like to suggest that you follow a very simple motto: **IF IN DOUBT, DON’T ALLOW IT!** Students who disregard the dress down guidelines may be denied permission to dress down.

### ***EMERGENCY CARDS***

In September all students will be given a card to be filled out, which provides the school with emergency phone numbers. Please see to it that this information is updated throughout the year, if a change does occur. A note to the office with the updated information is sufficient. These emergency cards are extremely important especially in certain situations, i.e. injury, illness, or emergency early dismissals. A secondary contact person is also required in the event that parents cannot be located.

### ***ENTRANCE AND DISMISSAL PROCEDURES***

**STUDENTS WHO ARE DROPPED OFF BY CAR ARE TO ENTER THE SCHOOL BUILDING THROUGH THE SOUTH ENTRANCE. TO INSURE THE SAFETY OF ALL OUR STUDENTS, VEHICLES ARE NOT TO DRIVE PAST THE BARRICADED AREA.** Barricades have been installed in various areas around the building to insure the safety of our students. Please do not move or drive through these barricades. Parents, relatives or friends dropping off or picking up children at the start or end of the school day must park their vehicles in the outlined parking spaces and proceed on foot to the gym entrance. This procedure is necessary to avoid any possible accident from occurring.

Bus students will be dropped off in the back lot. They are instructed to report to the gym as soon as they arrive if a teacher is not on duty.

#### **Dismissal Procedure**

1. At 2:35 p.m., all classroom teachers escort bus students to the designated waiting area, where an assigned teacher will be on duty. All other students will report to the gym where another teacher will be on duty.
2. At 2:35 p.m., those students who are staying after school for an activity, will be met in the gym by the adult conducting the activity and taken to their planned location.
3. At 2:35 p.m., walkers will be dismissed.
4. All students who are being picked up will wait in the gym on the bleachers until their designated driver comes into the gym for them. **Parents who come to pick up students at the end of the day will not be buzzed in at the front door. They are only to enter**

**through the gym doors and wait in the gym until the students are delivered to them.**

These drivers must have parked their cars in a parking spot in the front lot.

5. Any student not picked up by 2:45 p.m. will be sent to TLCare at the expense of the parent.

Any changes in normal transportation to or from school must be submitted in writing, signed by a parent and given to the classroom teacher in the morning.

### ***EXTRACURRICULAR ACTIVITIES***

We are proud of the school spirit and sportsmanship shown by the students of Saint Mary School throughout the many activities and programs we have established. A wide-range of programs are available and all students are encouraged to participate in order to develop a strong sense of pride and school spirit.

Extra-curricular activities are any activities directly sponsored by the teacher or Principal outside regular class time. These activities may vary each year.

Participation by Saint Mary students in any extra-curricular program is a privilege, not a right. The Principal reserves the right to suspend, dismiss, or place on probation any student whose academic performance, attitude and conduct merits such action.

The responsibility to insist that a student's behavior, attitude and academics merit continued membership at Saint Mary School rests with the administration. The school administration requests that parents see that a balance is maintained regarding outside activities and academic performance at Saint Mary School.

Athletic programs are open to all students in grades 2 - 8 (provided there are a sufficient number of players to field a team) who have met the eligibility guidelines. Students in grades 2-6 are junior varsity. Students in grades 7 and 8 are varsity. In some cases, students in grades 5 & 6 may be asked to play at the varsity level in order to field a team.

In order to be eligible for extracurricular activities (i.e., cheerleading, basketball, soccer, track/field, student council, or any other club activity) a student must maintain passing grades in all subject areas. If a student fails one or more subject areas he/she will be placed on a two week probation. During that time, the student will be allowed to attend practices, meetings and games. However, the student must work very diligently to pass all subjects. If at the end of the probationary period a student is still failing, he/she will be taken off the team or extracurricular activity until midterm reports are issued. If at that time, all subject areas are within the passing range the student will be allowed to participate. If the student is still failing they will remain off the team until the semester ends.

### ***ALTAR SERVERS***

Open to boys and girls from grades four through eight, the students serve at school Masses and occasionally on weekends at parish liturgies.

### ***ACTIVITY FEE***

Each family that has a student participating in athletics will be charged a \$50 activity fee. There will be an additional charge of \$10 for each additional sport.

### ***FIELD TRIPS***

Field trips are scheduled throughout the year to various educational or cultural events within the state. All students must receive written parental permission to attend these trips. Students will be transported to and from their destination on a licensed public carrier or they will walk to their destination for field trips.

If, for any reason, (including failure to present permission slips), a student cannot participate in a field trip, he or she is required to attend school and work on assigned lessons.

The Office of Catholic School's policy strictly forbids overnight field trips and Saint Mary School does not permit its students to plan or fund-raise for such a purpose.

### ***SCHOOL SPONSORED ACTIVITIES***

Occasionally, groups of students participate in activities or events that require transportation involving vehicles which are privately owned and driven. In this case, the following procedures will apply:

- The driver must be at least 21 years old;
- The vehicle must be insured by the driver for the minimum limits required by the Archdiocese's insurance company;
- Students must wear seatbelts at all times.

### ***FINANCIAL OBLIGATIONS***

**TUITION:** per student for the 2011-2012 school year is as follows:

2 day Pre-Kindergarten - \$1,716.00

3 day Pre-Kindergarten - \$2,074.00

5 day Pre-Kindergarten - \$3,012.00

Kindergarten through grade 8 - \$3,492.00 (Catholic)

Kindergarten through grade 8 - \$3,900.00 (Unaffiliated and Non-Catholic)

- \* *A \$150 Book and Special Support Fee will be assessed per family in Grades K-8.*
- \* *A \$100 Technology Fee will be assessed per family in Grades K-8.*
- \* *A \$300 deduction per child will be made from the above rates for each child in the family, in grades K-8, after the first child.*
- \* *Each K-8 family has a fundraising and bingo obligation. Please refer to those sections in the handbook, page 20.*

*A \$250, non-refundable, deposit is due with the enrollment contract. The deposit will be applied towards tuition.*

### **Payment term schedules:**

Saint Mary School has contracted with FACTS Management Company to process tuition payments.

Families may choose the following payment plans:

- \* **Payment in full by July 1<sup>st</sup> – directly to St. Mary School**
- \* **Monthly electronic debit (via FACTS)**
- \* **Monthly invoices (via FACTS) – no more than 45 days late**
- \* **100% total tuition is due by April 1<sup>st</sup>, 2012**

If for any reason you are unable to meet these deadlines, you are expected to contact the Principal or Business Manager at once. Failure to do so may result in one or more of the following actions: the addition of a \$15 per month late fee; the removal of your child from the

school; withholding your child's report card; or not allowing your child to participate in school activities, including graduation. Students with unpaid balances will not be eligible for records transfer to another school. Students with unpaid balances at other Catholic schools will not be considered for admission until their balances are paid in full.

You will be assessed a \$25 fee for any check returned by your bank for insufficient funds.  
**POSTDATED CHECKS WILL NOT BE ACCEPTED.**

### **TUITION CHARGE PROCEDURE FOR EARLY WITHDRAWAL**

If a student withdraws partway through the school year, a \$250 penalty will be assessed and tuition will be prorated according to the following schedule. Records will be released when outstanding tuition bills have been paid in full to the school.

If student leaves before school begins	\$250 Family tuition deposit
If student leaves during the first two weeks of school	10% tuition + \$250 penalty
If student leaves during the first marking period	25% tuition + \$250 penalty
If student leaves during the second marking period	50% tuition + \$250 penalty
If student leaves during the third marking period	75% tuition + \$250 penalty
If student leaves after the third marking period	full tuition + \$250 penalty

### ***PARISH AFFILIATION***

A Catholic family is a registered and contributing member (*using the envelope system*) of a Catholic parish. Your Pastor will be assessed an additional sum (\$250.00 grades K-8) for each child you have enrolled at Saint Mary School. Refusal by the Pastor to pay this assessment usually results if you are not using the Church envelopes. **If payment of the assessment is denied, (unless the denial was due to the financial health of the parish), the family will be billed the Unaffiliated Catholic rate.**

### ***PARENT INVOLVEMENT***

Saint Mary School is a cooperative endeavor in which EVERY FAMILY in the school community has a vital role to play. The school's primary expectation of the parents is an active, ongoing support of the religious formation which the school seeks to develop in the children.

Parents can do this by:

- celebrating Mass together on Sundays, Holy Days of Obligation, and on days for School Masses
- taking time to talk to their children about God and their own faith journey
- praying together
- being informed about the religious concepts the children are learning
- continually reaching out to develop their own faith life

In addition to this spiritual support, we also expect that all parents become actively involved in fundraising activities. Tuition and fees do not even begin to cover the cost of education, especially in these days of inflation and fixed expenses. The difference between our intake from tuition and fees and the expenses of funding the school is considerable. This difference is made up by parish subsidy and fundraising.

### ***FUNDRAISING***

Each family is responsible for contributing \$450 net to the fundraising budget. There is a choice of selling fundraising items totaling \$900 from Saint Mary School programs that we participate in, or buying out of the fundraising programs at a cost of \$450. Buyouts need to be done at the beginning of the school year prior to the first fundraising program. The \$450 buyout option may

be added to the tuition and paid on a monthly basis through FACTS. At the beginning of the year, a list of all fundraising scheduled for the year will be sent out. This will help you to plan with budgeting and organizing the time that you can give to promoting these events.

### ***BINGO***

All families in grades K-8 are required to work a minimum of five (5) bingo sessions (each session is approximately 4-5 hours) during the school year. If you cannot make one of the scheduled dates, *you must* switch with someone from a different team or ask a relative or friend to cover your position in your absence. *If you miss or fail to cover your assignment, you will be assessed a \$125 fee per session missed.* IT IS YOUR RESPONSIBILITY TO FIND A REPLACEMENT. A bingo “buyout” option of \$500 can be paid at the beginning of the year, and can be added to the monthly FACTS tuition payments. This buyout option needs to be done at the beginning of the school year prior to the first scheduled bingo session.

### ***FIRE DRILLS AND BUILDING EVACUATION***

Fire drills will be held at regular intervals during the school year as required by the Office of Catholic Schools and the State of Connecticut. Absolute silence is required during the building evacuation. Students, parents, visitors to the building and all school personnel are to walk to the nearest exit. Students will reenter the building upon hearing the proper signal. In cold weather, fire drills may be held at dismissal time or with advance notice so students may put on their coats.

### ***GRADING SYSTEM***

Students in grades K-3 are evaluated on their academic progress and social development. An evaluation key is included on the report card.

Students in grades 4-8 receive letter grades on their report card. The marking scale is as follows:

A+ - 98-100	A - 94-97	A- - 90-93
B+ - 87-89	B - 83-86	B- - 80-82
C+ - 77-79	C - 73-76	C- - 70-72
D - 65-69	F - Below 65, Failing	

Students in grades 6-8 are eligible to obtain honor roll status each semester. In order to qualify for High Honors a student must have all A's or S's. To attain General Honors, a students must have all A's, B's or S's in all subjects. Students will not be awarded an honors status if there are unsatisfactory marks or comments for behavior on their report cards.

Midterm reports are issued to students in grades 5-8 midway through each semester. These reports indicate to the parent and student areas where the student is experiencing difficulty. If your child is experiencing difficulty, please contact the teacher for a more detailed explanation.

When a child is in danger of failing after midterm reports have been issued or they are encountering serious problems, a separate deficiency notice will be sent home. This notice will be a warning to the parent and the child that action must be taken immediately to avoid failing. Once again, it is the responsibility of the student and parent to contact the teacher to find out what actions can be taken to prevent possible failure.

Students normally will progress annually from grade to grade. The process of determining whether students will be promoted or not is a continual one. Decisions regarding the promotion, retention, and placement of students will be made on the basis of documented academic achievement. All teachers will evaluate students' educational progress throughout the year. This

progress, or lack of progress, is communicated to the parent, through written report cards and parent-teacher conferences. (Parents will be notified well in advance if retention is being considered). Any student in grades 4-8 who has failed two or more major subjects for the year must attend summer classes in the failed subjects and earn passing grades in order to make up these courses.

### ***HOMEWORK***

Homework is a vital part of the learning process. Well-regulated homework assignments, in keeping with the student's ability, increase productivity and raise the level of achievement. The assigned homework:

1. Increases the school's expectation from the students.
2. Allows for communication and cooperation between the school and the home.
3. Gives the teacher a better perspective on the student's abilities.
4. Affords the teacher more in-class teaching time by decreasing time spent on practice.
5. Provides avenues of communication between parent and student.
6. Gives the parent an opportunity for reinforcement and encouragement of student efforts.
7. Develops good work habits and a sense of responsibility in the students.
8. Enables the student to increase his learning capability.

Homework assignments are required of students in all grade levels. Recommended homework time for students in grades K-3 may be an average of 10 to 15 minutes plus an additional 1/2 hour of reading time either alone or with a family member. Homework time for students in grades 4-5 may be on average 20 to 60 minutes plus additional reading time and homework time for students in grades 6, 7 and 8 may be approximately 1-2 hours. Students in grades K-4 will not be assigned homework over the weekend. Tests will not be given in those grades on Monday. All students should be encouraged by their parents to read for pleasure approximately 30 minutes per evening.

### **Class Home Pages**

Each classroom teacher maintains a classroom home page which includes homework assignments. Please check these pages daily for assignments.

### **Telephone Extensions**

Please call the Saint Mary School main number of 666-3844 and dial the extension number of the teacher to hear the recording. Below is a general list of our Telephone Directory:

Mrs. Savluk	ext. 10	Mrs. Neumann	ext. 14
Mrs. McDonald	ext. 11	Mrs. Kelly - Pre-K	ext. 15
Nurse	ext. 12	Development	ext. 17
TLCare	ext. 13	Bingo	ext. 20

### ***SUGGESTIONS TO PARENTS***

1. Impress upon your child the purpose and importance of homework.
2. Provide a suitable place to study which is free from interruption.
3. Establish a regular time for study to help the child develop proper work habits.
4. Encourage the child and show interest in his work, but avoid getting involved in the working and completion of the assignments.
5. Try to avoid upsets, tensions, and discipline trouble over assignments.
6. If your child had such a difficult time with an assignment that he/she could not complete it, please inform the teacher via a hand written note or email. This will enable the teacher to provide additional instruction.

## **MAKE-UP WORK**

1. Make-up work must be completed within a period of time determined by the length of the absence. Two days in which to complete the work will be allowed for each day of absence.
2. If a student is absent on the day a research project, book report or other long-term assignment is due, it will be the responsibility of the student to see that the assignment is turned in to the proper teacher on the assigned due date. Any project turned in after the due date will result in a loss of credit.
3. If a student is absent on the day of a scheduled quiz and/or test, they will be required to make this up on the day they return to class, unless the absence was long term.
4. School is recessed for a week at Christmas and April and for 5 days in February. For this reason, vacations at other times during the school year should be avoided in the interest of the pupil's educational welfare.
5. In the event that a student does miss school due to vacation, the following policy will be in effect:
  - a. The student will be expected to make up all missed work. This work will be kept in a folder by the teacher. The student will receive the folder upon return to school. *The teacher will not plan or send lessons home ahead of time, so please do not request it.*
  - b. Tests and quizzes missed by the student will be made up at the teacher's convenience. It is the responsibility of the student to make arrangements for this make-up.
  - c. All make-up work must be completed in a timely manner. Two days make-up time is allowed for each missed school day. Failure to make up the missed work will result in a zero.

## **IT IS THE RESPONSIBILITY OF THE STUDENT TO OBTAIN AND MAKE UP ALL MISSED WORK.**

### ***HOMEWORK POLICIES WHEN ABSENT***

Teachers will be responsible for providing parents with homework assignments when students will be absent from school for more than one day. A one day absence will not require homework to be provided on the day of the absence. When the child returns the following day, he/she is responsible for obtaining and completing all missed work.

Parents or caregivers will be required to make their request for homework assignments *before 9 a.m.* when calling in their child's absence to the main office. This will give the teacher an opportunity to put together a package which will be available for pickup by the parent or caregiver at the close of school (2:35 p.m.) Homework assignments and books may be picked up at the end of the day. Homework materials are usually left on the bookcase outside of the gym.

### ***INSURANCE COVERAGE***

Saint Mary School and Parish are insured for liability by the Catholic Mutual Insurance Group. Effective August 1, 1997, the Archdiocese of Hartford has formulated a self-funded "Student Medical Payments Coverage." This plan provides up to \$1,000 of medical payments for any one incident to students who are injured as a result of participating in school or CCD sponsored athletics or other activities. This coverage is written on an excess basis and will entertain any medical or dental bills not covered by the student's and/or families own insurance coverage.

### ***LOST AND FOUND***

All clothing apparel, lunch boxes, lunch bags, book bags, books, etc., **SHOULD BE LABELED**. Lost items of value should be reported to your homeroom teacher and also to the office. Found items will be returned to the student (if labeled) or deposited in the lost and found box located in the staff workroom. Periodically these unclaimed items are displayed in the gym. After a specified period, any unclaimed items are donated to charitable organizations or disposed.

### ***LUNCHROOM***

Hot lunches are available on a daily basis with a prepaid order. A menu and price list will be sent home monthly to aid you in providing your child with a lunch. Your child must order and pay for hot lunch in advance so that we have an accurate lunch count. Purchase of student lunches can be paid by cash or check. ***If your child is absent on the day that they were supposed to buy hot lunch, no credit will be issued. Lunch credits will only be issued if your child was supposed to have lunch and school was cancelled or a field trip was scheduled after lunch orders were placed. THERE WILL BE NO CHARGING LUNCHES.*** If your child forgets his/her lunch, a peanut and butter jelly sandwich will be provided. Please encourage your child to eat nutritiously and learn the value of money. Parents please do not bring in pizza, McDonald's or other fast foods to your school age child at lunch time. It is perfectly acceptable to send these food items in with their lunch box, however, **please do not hand deliver lunches**.

At times we may require the elimination of certain foods which might put the health of students at risk. Parents are expected to comply with these requirements. For safety reasons, the microwave oven is not available to heat student lunches.

The lunchroom is staffed by lunch room aides who serve the food and monitor the children. Students are expected to act in a responsible, polite and orderly fashion at all times. They are to display respect towards all adults who work in the lunchroom and all other areas of the school. Students are not allowed to switch seats and they may not bring anything to the lunch room other than their lunch and jacket. Students are responsible for the clean-up of their table and the floor area surrounding their table. Failure to do so will be reported to the Principal/teacher. The lunchroom monitors have the authority to report to the Principal/teacher any child whose behavior and attitude in the lunchroom shows no significant signs of improvement after verbal correction has been given. Students who continue to exhibit inappropriate attitudes or behavior in the lunchroom will be denied the privilege of eating in the lunchroom.

Parents who volunteer in the lunchroom may bring their younger children with them when they are on duty. ***We ask that these children be seated at a card table and not be allowed to roam freely throughout the gym and hallways unsupervised.***

### ***MASSES***

All school students will be attending Mass on a regular basis. These Masses are geared for the students and they take an active role in the liturgy. Parents are encouraged to attend our scheduled Masses and Liturgical Services. Unless otherwise stated, dress uniforms should be worn for all Masses.

### ***NEWSPAPER ARTICLES***

Saint Mary School regularly submits pictures and articles pertaining to school activities and events to the local newspapers. If you *do not want* your child's picture or name to appear in the

newspaper, you must submit that request, in writing, to the Principal at the beginning of the school year otherwise, we will assume there is no objection.

### ***NO SCHOOL AND LATE OPENINGS***

When school is closed due to inclement weather, any and all school late openings, cancellations, and early dismissal will be announced on TV (Channels 3, 30 and 61) or on radio stations WTIC 1080 AM, WTIC 96.5 FM, or the Town Hot Line 860-665-8665. School Reach phone calls and/or e-mails will be sent to parents who have signed up for this service.

Saint Mary School generally follows the decision of the Newington Public Schools. *It is a parental choice to send your child to school or pick your child up early in inclement weather.*

### ***HEALTH POLICIES***

#### **Health Room Coverage**

Saint Mary School is provided with part-time nursing coverage through the Newington Board of Education. A registered nurse is present in school from 8 a.m. – 11:15 a.m. Monday and Wednesday and from 11:30 a.m. - 2:30 p.m. on Tuesday, Thursday and Friday. The school health office number is 860-666-3844, extension 12. Please feel free to call with any questions or concerns about your child. Your input is welcomed and encouraged. In case of illness or accident, the school nurse will notify the parents or legal guardians. Children who cannot remain in school for health reasons must be picked up by an adult and signed out in the main office.

#### **Physical Examinations**

A physical examination is required by state law for students entering Kindergarten, grade 4 and 7. A student may not enter school until this physical examination is completed. When a child enters our school system from out of state, the written report of a physical examination administered within the past year is required. If a student enters from any Connecticut public or private school, health records will be transferred and reviewed by the school nurse.

#### **Mandated Health Screenings**

Vision screening is done on all students in grades Kindergarten through grade 6. Hearing screening is done for grades Kindergarten through 3, 5 and 8. Postural screening for scoliosis is done on students in grades 5 through 8. Parents will be promptly notified of any screening failures and are encouraged to request screening/rescreening if they have concerns regarding their child's vision, hearing or posture. The school nurse will notify parents via the school newsletter when the screenings will take place.

#### **Immunization**

New students will not be permitted to start school until the school nurse receives a complete immunization record. This includes pupils entering Pre-k, Kindergarten, or registering for the first time from an out-of-district school. Also, students in all grades must have immunizations up-to-date per yearly letters sent out by nurse for specific grades affected.

#### **Administration of Medications**

Medication, including "over-the-counter" (i.e. non-aspirin medications) is given only with written authorization of the parent and physician, physician's assistant, or dentist on a designated form. Staff certified by the school nurse may legally dispense medications when the nurse is not available.

Medication must be delivered and dispensed from the original container clearly labeled with the name of the student, physician, and medication, with directions for dosage and date of original

prescription. All medication must be delivered to the school nurse by the parent or other designated adult. Students are never allowed to carry medications without written medical and parental authorization. If your child needs to receive medication on a temporary basis (i.e. antibiotic), please contact the school nurse to make the necessary arrangements.

### **Emergency Cards**

An Emergency Card should be completed for each student by his or her parent/guardian the first week of each school year or at the time of enrollment. **Any changes throughout the school year related to Emergency Card information should be reported to the school immediately.**

### **Contagious Diseases**

Students recovering from the following diseases are readmitted to school after evaluation by the school nurse:

- Chicken Pox – Students should be kept home **until vesicles are dry and scabbed over.**
- Scarlet Fever and Strep Throat – Students should be kept home a minimum of 24 hours after antibiotic therapy has begun.
- Impetigo – **is a Strep infection of the skin and students must be kept home for a minimum of 24 hours after antibiotic therapy has begun.**
- Students with head lice, ringworm, pink eye, and other conditions that might be easily transmitted will be sent home until such condition has been satisfactorily treated.
- Students must be fever free (without fever reducing medicine) 24 hours prior to returning to school. Please give child's symptoms, cough and/or sore throat and whether they have fever of 100 degrees or greater when calling in an absence.
- Students absent from school an extended period of time due to illness must have a note from the doctor sent/faxed to Saint Mary School indicating why the student was absent. The absence then becomes “excused” and avoids possible truancy issues.

### ***OFFICE RECORDS***

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### ***PHONES***

The school office telephone is for school business *only*. Students are not allowed to use it without permission from the Secretary or Principal. We have found in the past that many students call home if they forget homework, lunches, gym clothes, etc. Because we are trying to build responsible students and we need your cooperation in doing so, please allow your child to suffer the consequences of their forgetfulness. (A youngster who forgets lunch, however, will not be allowed to go hungry.)

### ***RETURNING TO SCHOOL AFTER DISMISSAL***

Students are not permitted to return to the school building after the 2:35 p.m. dismissal unless accompanied by a teacher or parent. If accompanied by a parent, the student must report to the office and explain why he/she has re-entered the building. Permission must be granted by the principal or a teacher in order for the student to go to his/her classroom or locker. If the principal or teacher has left for the day, the student should seek the TLCare supervisor for permission. Students who choose to disregard this procedure face detention, suspension, or expulsion

### ***SACRAMENTAL PROGRAM***

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint Mary School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2. In accordance with the Archdiocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

### ***SMOKING***

Smoking is **strictly prohibited** by students, *parents*, teachers or staff within the school building at **any time**.

### ***STUDENT RECORDS***

Saint Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records.

### ***STUDENT TELECOMMUNICATIONS USE AGREEMENT***

*Adapted from NCEA's From the Chalkboard to the Chatroom, 2001*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Saint Mary School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any

material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage cause by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

### ***TRANSFER OF STUDENTS***

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts.

### ***TLCARE***

Saint Mary School's TLCare program offers before and after school care to Saint Mary School students on days that the school is in session (including scheduled early release days) until 6 p.m. We will also continue to provide TLCare for Preschool children before and after their preschool class, and on the days that they are not scheduled to go to preschool.

#### **MONTHLY PLAN:**

This discounted plan is for students who use TLCare most days.

In order to take advantage of this discounted rate, payment must be received by Saint Mary School by the 28<sup>th</sup> of the prior month. (If payment is not received ahead of time, the family will be billed at the per diem TLCare rates).

	<u>Monthly rate</u>
PK3 (full days M,W,F; part days T,TH)	\$ 575
3 day PK4 (2 full days, 3 part days)	\$ 520
5 day PK4 (5 part days)	\$ 470
K-8 after school	\$ 315

#### **PER DIEM PLAN:**

TLCare is available on a per diem basis, for those who only use TLCare occasionally. Invoices will be sent out on a weekly basis, and are payable to Saint Mary School upon receipt. Before school care will be offered beginning at 7 AM. The cost is \$5/day, per child, regardless of the time the child is dropped off prior to 7:45. **Unless paid in advance, payment is due upon arrival.** If there is a delayed opening, there will be **NO** morning TLCare.

#### **After school TLCare cost (grades Pre-K & K-8):**

\$10.25 for the first hour – or any portion thereof. (After school snack included)  
\$ 5.25 for each additional hour

Please note that we are not open on school vacations, holidays, in-service days, and snow days. **If school is dismissed early due to any inclement weather conditions, TLCare will close at the same time as school.**

Requests for Saint Mary School's tax identification number must be made in writing and submitted to the Principal for approval. The reason for the request must also be stated in writing.

### ***VISITORS***

***ALL visitors (including parents, private contractors, and service personnel) are required to report directly to the school office to sign in and receive a "Visitor's Pass" before going to any part of the building.*** In order to maintain proper building security, no visitors will be allowed in the hallways during school hours without the proper approval of the principal (or designee). Doors are locked throughout the day. We ask that parents and visitors not congregate in the school hallways while waiting for children for dismissal, please wait for your child in the gym. In consideration for the teacher and in justice to the students, neither the teacher nor the class should be interrupted during class hours. Parents are required to report to the office when picking up a child early or when delivering something to their child. **Parents may not go to their child's classroom unannounced for any reason and parents are not to escort their late child to the classroom.**

Parents and friends of the students are encouraged to attend open houses which are scheduled periodically throughout the year.

Students are not allowed to receive visitors in school except by written permission of the parent *and prior approval of the Principal.*

### ***VOLUNTEERS***

All individuals who volunteer in the school must sign in on the sheet in the office and will be asked to complete the Archdiocesan mandated background check. They must also participate in the "Protecting God's Children" program. All volunteers are expected to dress appropriately. Clothing should be modest and neat.

### ***WALKMANS, TV'S AND VIDEO GAMES (all electronic devices)***

The use of I-pods, MP3 players, walkmans, portable radios, TV's, video games, and cell phones during school hours is strictly prohibited. It is in the best interest of the students that these items remain at home, since loss or damage may occur. Teachers are allowed to confiscate the above-mentioned items. Retrieval of these items must be made by the parents and not the students.

### ***CELL PHONE POLICY***

We understand the importance of being able to stay connected throughout the day, however students who bring cell phones to school may not use them between the hours of 8 AM and 3 PM. Cell phones must be turned off and kept in the student's backpack. If during these hours a parent needs to contact a child or vice versa, this should be done via the school phone.

Any student who violates this policy will be denied the privilege of bringing a cell phone into the school. Furthermore, the school will not be liable for lost or damaged phones.

## ***BULLYING POLICY***

### **Grades Kindergarten – Eighth**

#### **Introduction**

Bullying is prohibited in all Catholic schools of the Archdiocese. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of “Love your neighbor as yourself”, and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student a safe and caring learning environment.

#### **Scope of Policy**

This bullying policy is to be applied to Kindergarten through Grade Eight at Saint Mary School. It addresses bullying and does not replace any policies that deal with individual student misconduct or behavior. Student behavior is already addressed in the “*Students Expectations*” section of this policy.

This policy will not apply to the *Pre-School programs and Pre-School children in TLCare*. It is recognized that these children are very young and are learning social skills. Unkind acts that occur in the Pre-School programs and in the TLCare program by Pre-School children will be handled by the child’s teacher. The teacher will work with the student, family and principal (as needed) to address these situations.

#### **Definition of Bullying**

"Bullying" is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school sponsored activity or on a school bus, which acts are repeated against the same student over time. *Specifically, this includes the use of social networking websites that includes texting and other electronic communication tools for the purpose of “bullying”*. Such policies may include provisions addressing bullying outside of the school setting if it has a direct and negative impact on a student’s academic performance or safety in school. Bullying includes, but is not limited to, physical intimidation or assault, extortion, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that conduct does not constitute bullying under state law and school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

#### **Location**

Bullying in violation of school policy must occur on school grounds, or at a school sponsored activity (which includes transportation services). Conduct off-campus, e.g., harassment over the Internet, physical intimidation in the community, is not bullying under this policy ***unless it has a direct and negative impact*** on a student's academic performance or safety in school.

#### **Repeated misconduct**

Bullying in violation of school policy must be “repeated against the same student over time.” An isolated incident, however egregious, is not “bullying” under state law and school policy. Similarly, numerous acts of misconduct against different students do not constitute “bullying” under state law and school policy. While serious, both isolated incidences of bullying behavior

and numerous acts of misconduct against different students will be appropriately addressed under the school's discipline policy and will be entered in a log to ensure a pattern of bullying behavior does not develop.

### **Ridicule, harassment, humiliation, and/or intimidation**

Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the student accused of bullying interacted with the victim, and the motivation, either admitted or appropriately inferred, of the alleged violator.

### **Complaint Process**

#### *Formal complaints*

Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher, who will forward them to the principal, or directly to the principal, for review and action.

### **Informal complaints**

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. The individual who receives the informal complaint shall promptly forward a written complaint, including the information provided to the principal for review and action.

#### *Anonymous Complaints*

Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s) and/or administrator(s) who receive the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

### **Staff responsibilities and intervention**

Teachers, administrators and other professional staff such as teacher's aides, the school nurse, and librarian who witness bullying, as defined above, shall promptly notify the principal of the events observed, and shall promptly file a written incident report concerning the events witnessed.

Teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene

promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying".

### **Investigation of Complaint**

Once a complaint has been reported, the principal shall promptly investigate to determine if bullying has occurred. The principal will review the log referred to in #17 of the "Students Expectations" section to also see if there is a pattern of bullying behavior and will use that as a tool of investigation. Investigation of alleged bullying may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

An investigation of an anonymous complaint shall be limited as appropriate. Such limitation of the investigation may include restricting action to a simple review of the complaint, discussing the complaint (with or without discussing it with the alleged violator) subject to further receipt of information and/or the withdrawal by the complaining student of the condition his/her report be anonymous.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying were verified, and a recommendation for intervention, including disciplinary action.

### **Consequences of Actions**

Once the investigation is complete, the school principal shall determine the consequences for the individual(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying," as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the principal. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn, and stop the bullying. The following are possible interventions to enforce the prohibition against bullying.

#### *Non-disciplinary interventions*

When verified acts of bullying are identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

#### *Disciplinary interventions*

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to perform some type of community service within our School/Parish, make amends with the child(ren) that are victims of the bullying acts, and will be issued an age appropriate consequence. Community service may include, but is not limited to, tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but is not limited to, making a card or writing a letter to the child, apologizing to the child, performing an act of kindness. Punitive action may include the loss of recess, detention (grades 5–8), in school suspension, suspension at home, and expulsion. An in school/out of school suspension given as a result of

bullying shall be reported to the Assistant Superintendent for Elementary Schools, Office of Catholic Schools. Parents of all disciplined children will be notified of the consequences. Depending upon the severity of the situation, the administrator may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.

### **Educational Measures**

The faculty of Saint Mary School will include education about the harm, culture and injustice caused by bullying into their curriculum where it is possible and appropriate. The Religion Program in grades K-8 will integrate issues about bullying behavior into the classes.

### **Reporting Obligations**

#### *Report to the parent or guardian of the student involved in acts of bullying*

If after investigation, acts of bullying by a specific student are verified, the principal shall notify the parent or guardian of the student in writing of that finding. If disciplinary consequences are imposed against the student, a description of the discipline shall be included in the notification.

#### *Reports to the victim and his/her parent or guardian*

If after investigation, acts of bullying against a specific student are verified, the principal shall notify the parent or guardian of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

## ***STUDENTS EXPECTATIONS***

The faculty and administration of Saint Mary School expect the students of our school community to behave in a responsible and caring way. The students shall:

1. Accept the leadership and authority of teachers, principal and other staff members.
2. Cooperate with teachers and other students.
3. Cooperate with parent volunteers.
4. Be courteous.
5. Be honest in all class work and homework.
6. Use acceptable language.
7. Remain on school property until dismissed by a teacher or the principal.
8. Not chew gum in the building, on the school bus, or on school property.
9. Not eat or drink in bus lines, the library, the computer lab or hallways.
10. Be in the school building before or after school only with the permission of a teacher or the principal.
11. Be in proper school attire while on school property.
12. Show consideration and care for school property.
13. Complete all assignments on time.
14. Return any test or assignments requiring a parent's signature.
15. No carry of matches, knives, guns, tobacco, alcohol, or illegal substances of any kind. (Failure to comply may result in expulsion.)
16. Obey all rules and regulations pertaining to transportation.
17. Not verbally or physically abuse another student at any time. *Also included in this is electronic communications on social websites and communications using cell phones.* If an act is severe, with the intent to humiliate, harass, ridicule or intimidate a child, it may

be reported in a log that may be used over time to prevent and/or identify a pattern of bullying behavior. Information in the log is confidential and will not be part of a student's school record.

18. Assume responsibility for learning:

- Be attentive in class.
- Come to school prepared and ready to learn.
- Be organized & Use time wisely.
- Cooperate with peers and teachers.

Inappropriate behavior may be handled in variety of ways. Based on the misdeed, the student may:

1. Be denied recess time.
2. Be assigned a writing punishment, which may require a parent's signature.
3. Be removed from the class for a specified period of time.
4. Be required to remain after school to complete work (parents will be notified).
5. Receive a detention.
6. Receive an in-school suspension.
7. Be suspended from the school.
8. Face expulsion.

### ***CUSTODY ARRANGEMENTS***

Parents shall provide complete information regarding the custodial care of the student and visitation rights if they apply to your child. The parent shall furnish to the principal a copy of any relevant court order so as to insure the safety and welfare of the student.

The parents will notify the school/principal of any changes in the custodial care of the student and of the issuance of any court order restrictions prohibiting parental or third party contact with the child. No parent will be denied access to a child or a child's records without a copy of the court order prohibiting contact or limiting access to records.



**Website and Other Publications**

**Photo Permission Guidelines**

Dear Parent or Guardian,

Saint Mary School hosts a Website at: [www.stmaryngtn.com](http://www.stmaryngtn.com). Occasionally we wish to post a picture of a particular school activity such as a science project, a play, artwork, sporting event, or other activity. This may involve posting a picture showing a student, a group of students, or a sample of a student’s work. We may also use these photos in brochures, posters, and various other means of publication.

If students’ pictures or works are used:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

Before posting pictures of students or samples of student work, we require that the parent(s)/guardian(s) sign the permission form below. We will keep this signed form on file for this school year.

**Photo Permission Form**

I **grant** Saint Mary School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on Saint Mary School website, or in other print or electronic media.

Please check the blanks below to indicate which permission(s) you grant and then sign and date as indicated.

\_\_\_\_ Saint Mary School has permission to post samples of my son/daughter’s schoolwork in its media.

\_\_\_\_ Saint Mary School has permission to post a picture of my son/daughter in its media.

\_\_\_\_ I **do not grant** Saint Mary School permission to use photo images of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on Saint Mary School website, or in other print or electronic media.

Return to school by Wednesday, September 7, 2011.

Print Name of Student Print \_\_\_\_\_

Print Name of Parent(s)/Guardian(s) \_\_\_\_\_

Signature of Parent(s)/or Guardian(s) \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** This agreement will be in effect as of the date signed and may be revoked at any time by contacting your son’s or daughter’s school principal.

**Saint Mary School**  
**Use Agreement for Electronic Information Resources**

Each student who utilizes the school's computer system and other school electronic devices will be instructed in the proper use of the network, and the student and his/her parent or guardian must read and sign this use agreement before the student will be allowed to use the school's computer system and electronic information resources.

The use of the school's computer system and electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that network or resource.

I agree to follow the rules in all of my work with Saint Mary School's computers while attending Saint Mary School:

1. I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to the school's system programs for computer equipment.
4. I will not do anything that may disrupt or damage the school's computer system or electronic resources. I will not bring in, or allow access to materials or websites that I believe may contain viruses.
5. I will not use the school's computer systems and electronic resources to disturb or harass other computer users or use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's computer systems and electronic resources. I will not harass or bully other individuals. I will not use the school's systems to spread falsehoods or defamatory statements.
6. I will promptly disclose to my teacher or other school official any messages I receive or view which I feel are inappropriate or which make me feel uncomfortable.
7. I will not agree to meet anyone that I have met online without my parents' permission.
8. I will not use the school's computer system or electronic resources to engage in any illegal act.
9. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

10. I will not use bulletin boards, chat rooms, or social networks for personal use when using Saint Mary School's computers.
11. I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
12. I understand that I have no expectation of privacy in my use of school computers. I understand that school officials may search and examine my use of school computers at any time, and without notice.
13. Parents must realize that their child may encounter material on a network/bulletin board that they do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
14. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

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

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

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as electronic mail and the Internet. I have read and agree to the rules and code of ethics. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless Saint Mary School and employees of the school system for any misuse of access to the computer services networks that my child commits. I understand that once signed this agreement is legally binding on me.

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

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

Parent/Guardian Name: \_\_\_\_\_  
*(Please print)*

Street Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

**Complete and return to your child's teacher by Wednesday, September 7, 2011.**



**SAMPLE COPY – DO NOT RETURN**

**FIELD TRIP PERMISSION AND WAIVER**

**PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER**

\_\_\_\_\_  
Participant's Name

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Cell Phone

I \_\_\_\_\_ (parent/guardian name)

request that my child \_\_\_\_\_ be included in the field trip

and I grant permission for him/her to participate in the activity identified below that requires

transportation to a location away from the school/parish site. A brief description of the activity follows:

\_\_\_\_\_  
Type of event

\_\_\_\_\_  
Destination of event

\_\_\_\_\_  
Mode of transportation to and from event

\_\_\_\_\_  
Date(s) of event

\_\_\_\_\_  
Expected Time of Departure

\_\_\_\_\_  
Expected Time of Return

As parent and/or legal guardian, I remain legally responsible for any actions taken by the above named minor (“participant”).

I agree to be responsible for any damages or costs incurred by or on behalf of my child of any nature arising from or in connection with my child attending the event, or in connection with any illness or injury or cost of medical treatment in connection therewith.

I hereby release and discharge Saint Mary School, the Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford,) its/their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liabilities, suits, claims, demands, actions or damages (including attorney’s fees) incurred by me or by my child or are in any way related to or arising out of participation in the above event, including, without limitation, all claims for property damage, personal injuries or wrongful death, including any claims which allege negligent acts or omissions of or by Saint Mary School, the Hartford Roman Catholic Diocesan Corporation ( the Archdiocese of Hartford), its/their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs.

I understand that by signing this form I am releasing Saint Mary School, the Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford,) its/their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs.

Should I choose not to sign this form, I recognize that my child will not be able to participate in the above event. If the event takes place on a school day, my child instead will attend school at Saint Mary School and participate in the school program of that day.

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

**MEDICAL MATTERS:** I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child, and for the cost and expense of any medical treatment should such become necessary while my child is participating in the field trip.

I hereby give my consent, in the event of injury or illness, for emergency medical treatment, hospitalization or other medical treatment as may be necessary for the welfare of my child by a physician, qualified nurse and/or hospital or other health care facility while my child is participating in the field trip. Further, I hereby release and discharge Saint Mary School, the Hartford Roman Catholic Diocesan Corporation ( the Archdiocese of Hartford,) its/ their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liability arising out of such medical treatment.

The field trip supervisor should be aware of the following special medical conditions of my child: (Describe condition with particularity, including any warning signs, medications, or special instructions.)

- Allergic reactions
- Asthma
- Diabetes
- Medically prescribed diet
- Medications that may need to be taken on an emergency or routine basis while my child is at the site
- Physical limitations

- Other conditions

Type of insurance – Please check \_\_\_\_\_ Blue Cross/CMS \_\_\_\_\_ Connecticare \_\_\_\_\_ Other

Membership # \_\_\_\_\_

Name of child's regular physician \_\_\_\_\_

Telephone # (     ) \_\_\_\_\_

Emergency contact name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Business phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

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

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

**SAMPLE COPY – DO NOT RETURN**

***A FINAL MESSAGE***

We have tried to answer many of the commonly mentioned concerns regarding your child and his/her education at Saint Mary School. If home and school cooperate in all matters, the children will benefit tremendously. These policies and procedures were initiated for the health and safety of all our students. Saint Mary School reserves the right to amend the policies and procedures at any time as deemed appropriate or necessary by the Pastor or Principal. **IF THERE IS ANY QUESTION CONCERNING POLICY OR PROCEDURES, THE DECISION OF THE PRINCIPAL IS FINAL.** Your cooperation in respecting these policies is expected and greatly appreciated.

**Amended July 2011**

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### HANDBOOK RETURN FORM

PLEASE RETURN THIS PAGE SIGNED BY BOTH YOU AND YOUR CHILD/REN TO YOUR CHILD'S TEACHER BY **WEDNESDAY, SEPTEMBER 7, 2011**. THIS INDICATES TO US THAT YOU HAVE THOROUGHLY READ THIS DOCUMENT, UNDERSTAND OUR POLICIES, AND AGREE TO ABIDE BY THEM.

STUDENT(S) SIGNATURE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARENT SIGNATURE

\_\_\_\_\_

DATE

\_\_\_\_\_

AUTHORIZED ADULT SIGNATURES - THESE PEOPLE ARE AUTHORIZED TO SIGN PAPERS AND OTHER SCHOOL RELATED MATERIALS FOR THE ABOVE MENTIONED STUDENT(S) IN THE ABSENCE OF PARENTS/GUARDIANS.

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

RELATIONSHIP

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

RELATIONSHIP

**Amended July 2011**