

Parent/Student Handbook



**"How precious is the family as
the privileged place for
transmitting faith!"**

-POPE FRANCIS

62 Cedar Street, Branford, Connecticut 06405

Contact us: 203-488-8386 www.smsbranford.org

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Pastor: Rev. George M. Couturier
Principal: Sr. Annette D'Antonio, M.P.F.
62 Cedar Street, Branford, CT 06405
Phone: 203-488-8386 Fax: 203-488-2347
Web site: www.smsbranford.org

When Msgr. Cornelius Tuelings arrived at St. Mary Church, September of 1957, he purchased seven and a half acres of land on Cedar Street and announced plans for the construction of an elementary school. The school was paid for by the pledges solicited from parishioners who looked forward to having a school for the purpose of the propagation of the Catholic faith. On June 3, 1961, the Most Reverend Henry J. O'Brien, Archbishop of Hartford, dedicated the school. The school opened September 6, 1961. We proudly celebrated our 59th Anniversary serving the greater Branford community with Catholic tradition and academic excellence!

St. Mary School, accredited by the New England Association of Schools and Colleges (NEASC), offers a balanced curriculum that includes visual and performing arts, physical fitness/wellness and world language. The subjects included in the curriculum meet and/or exceed the requirements of Connecticut State law, are infused with Gospel values and a global view, which recognizes that students learn in different ways. Catholic morality is an integral part of the Religion curriculum and all teachers help make students aware of its implications and applications.

Monday morning assemblies surround our students with a community where the words, stories, definitions and explanations studied in religion class come to life in action and prayer. We offer Spanish to all grades starting with Pre-School. We have a commitment to technology and

use it as one means to further promote our mission to spread His word, build community and be of service. Our Media Center consists of the Library and Computer Lab adjacent to one another. Our Athletic Program sponsors teams in basketball, baseball, softball, soccer and cheerleading to develop teamwork and leadership skills. Our Extended Day Program partners with parents in providing a creative, social, learning experience for students, afternoons until 6:00 pm. A safe, caring environment and a good stewardship of resources allow our students to come in to learn, go out to serve and make a difference in our society! We provide a moral pathway of academic excellence for a lifetime and beyond.

St. Mary School employs a sufficient number of qualified teachers to maintain the required teacher/student ratio in alignment with Archdiocesan standards.

Archdiocese of Hartford Office of Catholic Schools
Mission Statement

“Education for a Lifetime”

The mission of the Office of Catholic Schools is
to further the advancement of Catholic education for students
in the Archdiocese of Hartford
by providing service, support, guidance, and direction
to pastors, presidents, principals, teachers, boards, parents,
and other stakeholders of Catholic schools.

St Mary School Mission Statement

“Here to Make a Difference”

**As witnesses to our Catholic faith,
St. Mary School strives to develop the whole child
in a nurturing, academic environment, emphasizing
religion, respect and responsibility.**

School Philosophy

The St. Mary School community believes that Christian education is intended to make a child's faith become living, active and conscious. Therefore, we strive to relate all knowledge to the life of faith, according to each child's potential. Our emphasis is:

- to help each child achieve their academic, spiritual and social potential;
- to help children become aware of their responsibility for their own actions;
- to provide an atmosphere in which each and every child can experience a sense of being wanted, a healthy self-image and a realization of their great value in the eyes of God and others;
- to promote a moral and ethical Christian consciousness through an understanding of the Catholic faith that motivates our words and our actions;
- to help children learn the faith not only by grasping moral and dogmatic truths, but also by being welcomed to share in an existing community of love;
- to provide ample opportunity for children to experience the joy and rewards of service to others in the school and the outside community as an expression of their faith.

Our Catholic Identity

The inherent and basic purpose of Catholic schools is to assure that Catholic truths and values are fully incorporated into the student's life and academic program. Fostering the religious and moral growth of all students is the responsibility of every faculty member, regardless of the particular assignment or subject area specialization. Doctrines, Catholic morality and practices specific to the Roman Catholic Church are taught to all students during daily religion classes. Monthly service projects center around Catholic social teachings. Although students of other faiths are not expected to adhere to Catholic beliefs, they are expected to regard our practices and beliefs with respect. Everyone is expected to participate in class discussions and service projects. Students of other faiths are expected to accompany the class to Church services. Parents/Guardians applying to St. Mary School need to understand, appreciate and respect this religious dimension.

The privilege of raising a child brings with it a God-given responsibility. The development of a child is the responsibility of his/her parents/guardians (the first teachers), with the assistance of St. Mary School. We work together to develop in the child the basic need to love, to be loved and to achieve. We welcome the opportunity to share with you this God-given task of educating your child for a lifetime—and beyond!

St. Mary School tries its utmost to meet your child's intellectual, spiritual and social needs. By doing this, we aim to aid your child in becoming a graduate possessing the attitudes, knowledge, and actions of a well-adjusted, responsible, young Christian citizen.

In order to provide your child the best education that St. Mary School can offer, we need and require your whole-hearted cooperation. Together, the policies set forth in this Handbook are to assist all of us in achieving our educational goals. We realize the confidence you have placed in us and we will endeavor to bring about the academic, spiritual and social development of your child.

Standards for School Parents and Guardians

It is the responsibility of the parents/guardians to cooperate with school staff for the welfare of the students. If, in the opinion of the school administration, the behavior of the parents/guardians seriously interferes with teaching, learning and the orderly operation of the school, St. Mary School may require parents/guardians to withdraw their children and sever the relationship with the school.

Parents/guardians of students in Catholic schools serve as the primary educators and faith formation models for their children, and are expected to participate actively in the life of their parish by attending Mass, contributing financially to the support of the parish (appropriate to their resources), and conscientiously developing a sense of Catholic community among the students, parents/guardians, faculty and parish. (Archdiocesan Policy #1.214)

Parents as Partners

As partners in the educational process at St. Mary School, we ask the following of 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;
 - dresses according to the school dress code;
 - completes assignments on time;
 - orders/brings in lunch and a nutritional snack daily.

- to actively participate in school activities such as Parent/Teacher Conferences, etc.;
- to see that your child takes responsibility for any damage to school books or property due to carelessness or neglect on his/her part;
- to notify the school office immediately of any changes of address or phone numbers;
- to call the school before 8:30 am if your child is going to be absent;
- to notify the school with a written note when your child has been absent or tardy;
- to meet all financial obligations to the school;
- to inform the school of any special situations regarding your child's well-being, safety and health;
- to complete and return to school any requested information in a timely manner;
- to read school notes, newsletters and your child's planner and keep communication ongoing;
- to support the religious and educational goals of the school;
- to support and cooperate with the discipline policy of the school;
- to treat faculty and staff with respect and courtesy in discussing issues regarding your child;

- to first contact your child's teacher with any concerns; then, if needed, the principal;
- to inform the school in writing regarding rights/restraints of non-custodial parents;
- to notify the school in writing if someone other than parent or designated person is picking up your child.

St. Mary School does not publish parent/student directories with names, addresses, phone numbers and email addresses without written parental permission except for internal use.

The Role of the Pastor

The Pastor, in accordance with Canon Law, and at the appointment of the Archbishop, has overall responsibility for the parish school, including responsibility for implementation of Archdiocesan policies/procedures regarding Catholic schools.

The Pastor is, in accordance with Canon Law, ultimately responsible for the fiscal and plant management of the parish school.

The Pastor of the school will particularly attend to matters within the school which affect worship, the ministry of the Word and the spiritual welfare and moral formation of students and staff. It is his duty to see that the teachings of the Church are clearly and accurately presented.
(Archdiocesan Policy #1.201)

The Role of the Principal

The Principal is the Administrator of the parish school and the Executive Officer of the School Board. The Pastor and the Principal are responsible for efforts to ensure that the school is operated in compliance with applicable state, federal and local laws, as well as the standards of the New England Association of Schools and Colleges, accrediting agency, and the procedures and policies of the Office of Catholic Schools. (Archdiocesan Policy #1.201)

The Role of the Faculty

The distinctive purpose of the Catholic school is a teaching organization. Because the students learn not only from formal and informal association with the teacher, the teachers employed at St. Mary School have the knowledge of faith adequate to teach its content, and also are called to live out the practical demands of the faith in their daily lives. The teachers must comply with all applicable civil and Canon Laws pertaining to the employment of school personnel.

Authorized Personnel

Authorized personnel in and about the school include: a school nurse, custodian(s), lunch coordinator and assistant and all other's approved by the principal to work at St. Mary School.

Admission Policy

St. Mary School does not discriminate on the basis of race, color, ancestry, national and ethnic origin or sex. Because of limits in the resources and programs, St. Mary School may not be able to provide an appropriate education to students with special needs. Priorities for student admission are as follows:

- Those who have brothers and sisters attending St. Mary School;
- Catholic students from parishes sponsoring St. Mary School;
- Catholic students from other parishes in the Archdiocese of Hartford;
- Catholic students from parishes outside the Archdiocese of Hartford;
- Students whose parents/guardians are alumni of the school;
- Students of another faith.

St. Mary School adheres to the age of admission for Kindergarten established by the state of CT Department of Education: children shall be five years of age by December 31st of current year.

Parents/guardians who seek a Catholic education for their child at St. Mary School enter into a tuition contract and sign an agreement to be bound by the policies and procedures of St. Mary School. Failure to honor the tuition contract and/or agreement will result in dismissal of student.

Before a child is accepted at St. Mary School, the following must be completed:

- The child and parents/guardians have a pre-admission interview with the Admissions Director/Principal;
- An age-appropriate placement test is administered;
- Authorization given by parents/guardians allowing the principal to talk to representative of child's former school.
- The following completed and given to the school:
 - St. Mary School Registration Form;
 - Official birth certificate;
 - Transcripts from previous school, when applicable;
 - Baptismal certificate (for Catholic students);
 - Health records;
 - Parish Affiliation/Stewardship Form.

A period of probation may be required to ascertain if St. Mary School can adequately meet the needs of the student and/or if the student can adjust to the academic and disciplined climate of the school. If, in the judgment of the administration, it is felt that

St. Mary School cannot meet the educational or developmental needs of the child, the child will not be accepted.

Registration, Tuition, Fees

Registration

Families seeking admissions are required to submit a \$50 Application Fee. It serves to hold a seat for the student in his/her respective grade. The School Office will supply parents/guardians with all other necessary forms for student enrollment. There is a non-refundable/non-deductible Book & Technology Fee at the time of registration.

Tuition

Tuition rates are set in conjunction with the annual budget development process. Tuition contracts include the stated tuition rate, documentation of any financial assistance provided and payment terms. Tuition agreements are signed and dated by parents/guardians of the student. Within these tuition contracts, there will be no discounts in the form of labor or other means of bartering in lieu of financial payment.

The Tuition Payment Plan has two options:

1. Parents/guardians may pay in full by August 15
2. Parents/guardians join SMART Tuition Plan

If a student leaves St. Mary School during the school year:

Our Refund Policy purpose is to provide guidance and consistency. The policy is for the period of September – December 31st. Those leaving January 1 or later are not entitled to a refund. \$500 of tuition is not refundable at any time. For payment of tuition in full, the refund is prorated to end of each month school is attended.

Fees

Throughout the year, parents may be asked to pay for additional activities that apply to Your child's class: i.e. field trips, project supplies, school pictures.

The Business Manager handles all financial accounts of the parish and school.

Textbooks, School Equipment and Materials

All textbooks are the property of St. Mary School. Textbooks must be properly covered by the student using them. No marks are to be made in or on textbooks. Textbooks and other school books that are lost or damaged must be compensated for. The school will bill the

parents/guardians of the student who caused the loss or damage. Students are required to have a school bag or backpack in which to carry school books and papers.

St. Mary School library books are to be properly taken care of when borrowed from the library. No marks are to be made in or on these books. Students will be charged for overdue or lost books.

St. Mary School is a co-tenant of desks, cubbies and reserves the right to search them at any time without notice.

St. Mary School has equipment and supportive program materials that are to be treated respectfully. School equipment and/or materials lost or damaged must be compensated for. The parents/guardians of a student that causes damage or loss will be billed. A *Use Agreement for Electronic Information Resources* is signed by each child and parent/guardian for use of the school's computer system and iPads.

Parents/guardians provide their son/daughter with general supplies: i.e. notebook Paper, pencils, pens, glue, crayons, etc. A grade level list of supplies is generated by the classroom teacher and given to students at the close of the school year for the upcoming year. If a student needs any school supplies while at school, St. Mary School operates a Supply Cart that sells general school supplies from 7:40 to 8:55 am Mondays, Wednesdays and Fridays in the gym.

St. Mary School is not responsible for any lost articles. Each student is to have his/her name on clothing labels, backpack, lunch box, etc. There is a *Lost & Found Bin* at the beginning of the first floor hallway. At the close of each academic quarter and after a final announcement to check the *Lost & Found Bin*, all unclaimed items will be donated to charity.

Attendance

Students are to attend school punctually and regularly and conform to the attendance policies and procedures of St. Mary School as follows:

- School officially begins for Pre-K through Eighth Grade at 8:00 am;
- School doors open at 7:40 am and students come into the gym;
- Full day dismissal is at 2:25 pm;
- Early dismissal is at 12:10 pm;
- At dismissal, any student not picked up by 2:40 pm will be sent to the Extended Day Program and charged the daily rate of \$15;
- Tardiness is excused for late buses or unusual circumstances. Students are to come to the School Office upon arriving late to receive a pass to enter the classroom;
- Excessive tardiness can have a negative impact on a student's academic evaluation and his/her habits and sense of responsibility;

- Parents/guardians are to call the School Office by 8:15 am if their child will be absent or late. If school work is requested to be sent home that day, a parent/guardian must indicate such when calling at 8:15 am;
- Students must bring a written note following any and all days absent. The note is to be dated, signed by the parent/guardian and reason(s) indicated for the absence.
- If a student fails to produce the required excuse, or when there is a reason to question the validity of the excuse, a conference with parents/guardians is required;
- An excused absence does not mean a student will not be marked absent. A student not physically present at school, excused or unexcused, is marked absent;
- Students who are absent due to illness have two days for each day of absence to make up missed assignments, quizzes or tests; extraordinary circumstance will be discussed with principal.
- Excessive absences (40) days or the equivalent of 40 days can be cause for retention in the current grade for another year;
- A student who is dismissed from school before Noon is marked absent for half a day;
- Appointments with doctors, if possible, are to be made outside of school hours;
- Students who are away from school for an appointment for three hours or more will be counted absent for half the day;
- **FAMILY VACATIONS ARE TO COINCIDE WITH SCHEDULED SCHOOL VACATIONS.** Parents who decide to anticipate the beginning or extend the end of a vacation or weekend must know that these absences are “unexcused”. Parents are strongly encouraged to schedule trips that coincide with the school calendar so as not to interrupt the child’s learning process.

*Teachers are not required to give make-up tests/assignments for absences due to vacations. No assignments are given in anticipation of the vacation. It is the responsibility of the student to make up all missed work within one week. Students with perfect attendance in each quarter with no more than three tardies, are awarded a Certificate of Perfect Attendance.

Delays/Cancellations/Early Dismissals

St. Mary School follows the Branford Public School weather closings delays;

- This information is found on **WTNH Channel 8**;
- **A 90-minute delayed opening: Doors open at 9:10 am; School begins at 9:30 am**

Bus Information

Free transportation is provided to students in Pre-K 3 to Grade 8 who live in the town of Branford and reside more than one mile from the school. Bus pick-up times and bus stops are printed in the

town newspaper, *The Sound*, prior to the opening of the school year. Bus information will be available at the Parent Orientation Night in August before the opening of the new school year.

St. Mary School bus students travel to school in the morning along with the Walsh Intermediate School students. At dismissal, St. Mary School bus students travel home with St. Mary School students only.

Bus Conduct

Riding the school bus is a privilege. In order to insure the safety of all, the following applies:

- Orderly behavior is required at the bus stop and at St. Mary School while waiting to board and depart from the bus;
- Students are to use only the bus and bus stop that has been assigned him/her;
- Students are to remain seated, facing the front while the bus is in motion;
- Students are not to litter the inside of the bus or throw anything from the bus;
- Voices are not to be raised to a shouting level;
- Respect for the bus driver in words and actions is a must at all times;
- Directions from the bus driver are to be followed at all times;
- Acts of bullying are never permitted. ***Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations and social isolation.**
- Failure to comply with the bus rules and regulations may result in removal from the bus for a limited time or permanently. All final decisions are at the discretion of the Principal of St. Mary School.

Arrival Procedures

Bus students are dropped off in front of the school.

- Students enter the building through front doors and go immediately to the gym;
- Students are supervised by faculty/staff in the gym beginning at 7:40 am;
- Students who arrive on a late bus must check in with the School Office to get an excused late slip. These students are marked with an “excused tardy”.

Walkers enter the school through the front door.

Car riders are dropped off in the rear playground area of the school.

- Students enter the gym through the back gym doors **between 7:40 and 7:55 am.** There is an attendant on duty outside;

- A faculty/staff member is in the gym to supervise the children at 7:40 am;
- Students arriving after 7:55 am are to enter through front door;
- Anyone arriving **after 8:00 am** are late and are to ring the front door bell and report directly to the School Office for a late slip for entry into their classroom.

Dismissal Procedures

After closing prayers/announcements, students are dismissed via intercom at **2:25 pm**.

Bus students are dismissed to the gym accompanied by a faculty member.

- Bus students line up according to their assigned bus number;
- A faculty member escorts bus students to their respective buses;
- Faculty members (3) remain on duty until all buses have safely left the property.

Car riders are dismissed to the first floor hallway accompanied by a faculty member and led to the back entrance by the Office.

- Students line up in the stairwell;
- As student's name is called, he/she is escorted by a faculty member out of the building to the car line where the parents/guardians/designated adults are lined up in their vehicles waiting for them;
- Faculty members are on duty to supervise both inside and outside dismissal;
- **After 2:40 pm**, any remaining students not yet picked up are sent to the Extended Day Program; parents/guardians are charged the daily rate of \$15.

All designated adults that are picking up students in the car line are to enter the rear area of the school via the driveway at the far right side of the building and form three lines. Drivers are to remain in their vehicle as students are brought to the waiting cars.

Walkers are not allowed to leave until all bus and car traffic has cleared.

Dress Code

The St. Mary School uniform is designed to encourage and promote Christian values and does not reflect current fads and trends. All students are to be in uniform every day unless otherwise indicated by the Administration. Cleanliness of person and dress is expected at all times. The uniform components are to be purchased from the following company:

DENNIS/Neil Roberts
500 Boston Post Road
Orange, CT 06477 (203) 795-5457

Pre-K Girls & Boys:

- Logo navy sweatshirt and sweatpants
- Logo navy T-shirt and navy shorts
- White socks
- Sneakers

Grades K-8 Girls' Uniform:

- Plaid skirt (knee length)
- Logo navy polo shirt; long or short sleeve
- Navy blue uniform cardigan sweater or uniform fleece vest
- Navy blue knee socks, crew socks or navy blue opaque/cable tights
- **Shoes:** Mary Janes that buckle or Velcro in navy blue or Oxford/Nubucs in tan

Grades K-8 Boy's Uniform:

- Khaki uniform pants
- Logo navy polo shirt; long or short sleeve
- White crew socks
- Navy blue uniform cardigan sweater or uniform fleece vest
- Tan belt to be worn at all times with pants
- **Shoes:** Oxfords **or** Nubucs in tan. No sneakers, sandals, boots, tennis shoes, clogs, sling backs or backless shoes are permitted
- No shoes with a heel over 1" measured from the back exterior of the shoe are permitted.

Optional summer uniform for all students (May 1st through November 1st) is also to be purchased from Dennis Uniforms:

- Khaki shorts with navy polo
- White crew socks for all students
- Regulation uniform shoes. Same guidelines as above for girls and boys.

Gym Uniform:

All students are to wear the official gym uniform to school on their gym day. Gym uniforms are to be purchased at Dennis Uniform.

- Logo navy T-shirt with logo navy shorts
- Logo navy sweatpants with logo navy sweatshirt
- White socks

Students not wearing the appropriate school uniform will be given a uniform notice. After three reminders/notices, a detention will be given.

Hair

Hair is to be clean and neatly groomed at all times.

Boys' Hair Regulations:

- Hair length is not to exceed the collar of the shirt
- Hair length is not to cover the ears nor the eyes
- Distracting coloration of hair is not permitted
- Hairstyles do not include lines, tails, spikes or totally shaved heads. Any hairstyle that is contrary to good hygiene or disruptive to the purpose of the school will not be permitted.
- The Administration has the right to waiver decisions regarding compliance.

Girls' Hair Regulations:

- Hair is not to cover the eyes
- Hair is to be reasonably secured so as not to be unruly
- Distracting coloration of hair is not permitted
- Hair ribbons and decoration are to be small and unobtrusive
- Any hairstyle contrary to good hygiene or disruptive to the purpose of the school is not permitted.
- The Administration has the right to waiver decisions regarding compliance.

Jewelry

Jewelry is worn at the discretion of the Administration.

Girls and Boys – All Grades:

- A pair of small, non-dangling earrings are allowed for the girls
- A simple chain with a cross or medal is allowed
- Watches with alarms are to remain off during school
- Bracelets of any kind are not to be worn
- During gym classes, all jewelry is to be removed as a safety precaution.
- St. Mary School is not responsible for any lost jewelry.

***Special Note:** The following is not permitted: nail polish, false fingernails, make-up, tattoos, body piercing, hair sprays, perfumes, colognes, etc. Nails are to be kept clean and at appropriate length.

Casual Days/Dress-down Days

Occasionally during the school year, students are permitted to wear casual clothes which are neat, clean and in compliance with the following:

- Jeans or pants are not to be faded, have frayed edges, tears or holes in them;
- T-shirts cannot display any offensive, inappropriate and double meaning words/graphics;
- Printing and graphics are not allowed on the backside of shorts and jeans;
- Halter tops, strapless and spaghetti strap shirts and tank tops are not permitted;
- Skirts and shorts are not to be shorter than three inches above the knees;
- Hats are not to be worn during school hours unless it is a designated “Hat Day”. A description of the type of hat to be worn will be announced by Administration.
- The same school regulations that apply to hair, make-up, nails, jewelry, shoes, etc. apply to Casual/Dress-down Days, except for shoes. For safety no sandals, backless, flip flops or heels may be worn, only rubber sole shoes
- Bare midriffs are not allowed;
- The administration reserves the right to make the final decision whether a student’s casual wear is appropriate for the school setting. Parents will be called to bring appropriate clothing for any student that is in violation of the rules.

A Good Rule: If you’re unsure you should wear it, don’t!

Conduct

In accordance with the stated philosophy of St. Mary School, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. Students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors, which contribute to sound moral character, responsibility, and citizenship.

The principal reserves the right to determine the appropriateness of an action if any doubt arises. Items such as, but not limited to, questionable books and pictures, white-out, knives, matches, cigarettes, radios, toys, trading cards, pagers, iPods, or anything that will detract from a safe and healthy learning environment are not allowed at school at any time. Items taken away from students will be returned to the parents/guardians by the principal.

Search and Seizure: The principal and her designees may search student desks, and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession. (Archdiocesan Policy #5.502)

Off Campus Conduct: The Administration of St. Mary School reserves the right to discipline St. Mary School students for off-campus behavior if such conduct is disruptive of the educational process, violates a school policy and/or negatively impacts the school.

Prohibited Substances: Drugs, Alcohol, Volatile Chemical Substances: No student shall possess, use, or attempt to possess, use or be under the influence of a prohibited substance on school property. Students who violate this policy shall be subject to disciplinary action, including expulsion. (Archdiocesan Policy #5.503)

Electronic Communications: (For students, parents, and guardians) Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school, or is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion. This applies to communications or depictions through e-mails, blogs, text messages, or website postings, whether they occur through the school's equipment or connective resources or through private communication, which are of a sexual nature; threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community and/or cause harm to the school community. (Archdiocesan Policy #5.504)

Use of Cellular Telephones and Beepers

- Students are not to possess/use remotely activated paging devices while in school.
- Cellular phone use, including text messaging, during the school day is prohibited. If a parent needs to contact a student during school time, such communication shall be through the School Office.
- During normal school hours, cellular phones are to be kept in students' backpacks and turned off. Cellular phones are not to be carried in pockets or pocketbooks. A student found with a cellular phone that is turned on during school hours will be subject to discipline, and the phone will be taken away. A parent/guardian must come to the School Office to retrieve the phone from the principal.
- Any cellular phone use, including text messaging, or use of camera phones during a quiz/test will be considered cheating and treated as such.
- The use of camera phones to take pictures at any time in school is prohibited.
- Beepers/interactive electronic devices, games, etc. are not allowed on school property.
- Electronic communication items that are brought to school will be confiscated and parents/guardians will be called to retrieve them.
- St. Mary School is not responsible for these electronic devices if lost or damaged.

Internet

Engagement in online blogs or postings, such as, but not limited to, MySpace.com, Xanga, Friendster, Facebook, YouTube, etc. shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching. (Archdiocesan policy #5.510)

A responsible user of the internet must adhere to the school policy. There is an *Internet and Web Publishing Parental Consent Form* that must be signed by a parent/guardian in order for a student to use the computer and internet in class. A responsible computer/internet user:

- accesses the internet to research assigned classroom projects;
- asks for guidance if there is a question regarding the appropriateness of a particular site's content;
- does not use the internet for any illegal purpose;
- uses proper, polite language;
- uses the rules of common sense and etiquette;
- does not change computer files that do not belong to him/her;
- refrains from viewing inappropriate material;
- does not send or receive e-mail from his/her private account;
- uses authorized access to systems, programs and equipment;
- obeys all the terms mentioned above regarding Archdiocesan Policy #5.510

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion.

Detention may be used for a breach of classroom and/or school rules. Parents are provided with a *Detention Form (Parental Copy)* with written notification of the date and time the detention will be served. Parents are required to sign and return the form to the teacher who issued the detention. Detention takes precedence over appointments, practices, lessons, ballgames, etc.

Suspension A student who is given an *In-School Suspension* will be required to report to school the day(s) of the suspension and work with a substitute teacher who is paid by the parents/guardians of the suspended student. A suspended student will not be allowed to attend school functions, including sports and other extra-curricular activities. A student who received an *Out-of-School Suspension* is not allowed on campus during the time of the suspension and is not allowed at school functions, including sports and other extra-curricular activities during the time of the suspension. Suspended students are responsible for all class work and tests missed while serving their respective suspensions.

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from St. Mary School. Students who are expelled will not be allowed to return to St. Mary School. Parents/guardians may appeal to the school Pastor a Principal's decision regarding dismissal of their child. After hearing the appeal, the Pastor makes the final decision and assists the Principal in the development of an alternative plan of action. (Archdiocesan Policy #5.209)

Harassment in any form is prohibited. This policy applies to all individuals involved in St. Mary School. Consequences for an act or acts of harassment shall include a parent/guardian conference, professional counseling, and detention, suspension, or expulsion. Depending on the severity of the incident, or series of incidents, the principal may take appropriate steps to ensure student safety. This may involve reporting the incident(s) to law enforcement. Harassment incidents that demand suspension or expulsion shall be reported to the Assistant Superintendent of Catholic Schools.

Bullying is defined as any overt acts by a student or a group of students directed against another student with intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school-sponsored activity, which acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral, written or electronic threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusation, and social isolation.

Bullying is prohibited at St. Mary School. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church. Such actions shall result in disciplinary actions, which may include detention, suspension, or expulsion from St. Mary School.

School employees, students, and parents who become aware of any act of bullying must report the incident to the principal for investigation.

- A student is to report acts of bullying, anonymously, by writing a note, or sending an e-mail to a teacher or the principal indicating the overt act, the time and place of occurrence, the bully/bullies and victim(s) involved.
- Parents/Guardians are to report acts of bullying by writing a letter, sending an e-mail, or calling a teacher or the principal.
- St. Mary School follows the **State of Connecticut Bullying Task Force Report, Brave Enough to Be Kind.**
- St. Mary School's Religion program including *Family Life and the "Archdiocesan Child Lures"* program has components that address bullying.
- Consequences for a student who bullies others include a parent/guardian conferences, professional counseling, detention, suspension, or expulsion. The principal may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff for students as necessary,

reporting incidents to law enforcement, and establishing a supervision plan with the parents/guardians.

Lunch Room Behavior

St. Mary School wants to ensure that the school's lunchroom is a safe place that meets the needs of all the children. Students are expected to use good manners and display courtesy towards each other, to the adults supervising the lunchroom, and those serving the food. The following are guidelines to follow:

- Students are to sit in the area assigned to their grade.
- Permission is needed to leave the lunchroom for any reason.
- Food or beverage may not be taken from the lunchroom.
- Outer wear, i.e. hats, coats, jackets, etc. are not to be worn during lunch.
- Adults on duty dismiss students for outdoor/indoor recess.
- A teacher's note is needed to leave the lunchroom in lieu of going to recess.
- The School Office and the nurse must be informed of a student's food allergies.
- A parent/guardian of a student with a dietary restriction is responsible for providing food for his/her child.
- A "Nut-Free" table will be maintained as an option for students with nut allergies.
- Sharing or trading of food at snack-time and lunch time is not allowed.
- Soda is not allowed.
- Proper hand cleaning techniques will be enforced.

Note: Hot lunch is available to students five days a week. Notices and menus will be sent home in advance. A lunch ticket may be purchased for up to 30 days. Children will be responsible for eating their full ordered lunch unless a parent/guardian note is sent in to indicate otherwise. Students must sign up for lunch in the morning, indicating their choice of food. Lunch is provided by Shoreline Café for \$3.50 a day. The option for double portion for certain days is an additional dollar.

Respect

In keeping with Christian values and recognizing the worth of each person, respect for one another is expected. Communication that is respectful and considerate is transforming and settles differences.

Students

When a student is disrespectful, his/her parents/guardians will be notified at the discretion of the principal. Consequences for disrespectful behavior may include loss of school privileges,

suspension or expulsion depending on the infraction. Further reference may be made to the *Conduct* section of this Handbook.

Parents/Guardians

Parents/guardians are held to the same standards as the students with regard to respect for the principal, faculty and staff. Enrollment in St. Mary School implies a partnership between the parents/guardians and the school. If that partnership breaks down and communication is no longer considerate, and the prospect of peacefully settling differences is no longer evident, the parents/guardians can be required to withdraw their child/children from St. Mary School.

When parents/guardians have a concern regarding the progress of their child, they need to first contact the classroom teacher or subject area teacher. If, after meeting with the teacher the problem is not resolved, the parents/guardians need to contact the principal who will address the concerns with those involved to bring about a satisfactory resolution. The goal is to work together in a partnership to accomplish desired results for the student.

Parents/guardians of students in Catholic schools serve as the primary educators and faith formation models for their children, and are expected to participate actively in the life of their parish by attending Mass, contributing financially to the support of the parish (appropriate to their resources), and conscientiously developing a sense of Catholic community among the students, parents/guardians, faculty and parish. (Archdiocesan Policy #1.214)

Student Health Information

Immunizations: St. Mary School complies with Connecticut General Statutes, Sec. 10-204a, regarding immunization requirements for students. All students are required to show evidence of immunization against Diphtheria, Pertussis, Tetanus, Polio, Measles, Mumps, Rubella, Hepatitis B, Chickenpox (varicella), and any other vaccines required. There is a new Public Act 14-176 allowing ANY students who show signs of an anaphylactic reaction, to be treated by those unlicensed trained staff members, in the absence of a school nurse, to administer epinephrine for emergency purposes. If you choose to opt out of this life saving emergency care, you may do so by submitting a written letter requesting that your child be excluded from that treatment.

Physical Examinations

Physical exams are required for:

- New students;
- Students entering Kindergarten;
- Students entering the sixth grade;
- Students participating in sports must have **annual** physical exams.

School Nurse: The nurse at St. Mary School is employed by the town of Branford. She is responsible for the Health Records of the students and provides treatment for them. At no time may the school nurse promote or entertain any medical treatment that would be contrary to the teachings of the Catholic Church. The school nurse maintains a daily log of health related incidents, illnesses, and/or complaints, as well as a daily medication log. At no time should a student be sent to school ill, with a fever or a rash for the nurse to diagnose.

Medication: Medication may be administered during school hours only with authorization from the doctor and the parents/guardians. Medications include prescription drugs and non-prescription drugs. Medications must be brought into school by a parent/guardian and in a pharmacy prepared container, labeled with the name of the child, the name of the drug, dosage, frequency, doctor's name and date as well as proper authorization completed by child's pediatrician and the child's parent/guardian. No child should carry medication with them throughout the day unless they have a written authorization by their pediatrician to self-carry and/or self-administer. Only the school nurse shall give medication, which is necessary for a student to remain in school, during school hours.

Note:

- Medication is never to be sent to school with a child.
- The school secretary may not accept or administer any medications.
- Liquid medication must be accompanied by a calibrated medication dispenser.

The school nurse will develop a plan for the administration of medication in school. On a field trip, medications may be administered by teachers who have received specific training, a parent/guardian who attends the field trip, or with supervision by a student who has approval to self-administer.

Screenings

- Vision screenings are given in grades K-6.
- Hearing screenings are given in grades K-3 and 5.
- Scoliosis screenings are given in grades 5-8. If you choose to opt out of the scoliosis screening, you may do so by submitting a written letter requesting that your child not be screened.

Emergency Cards: Emergency Cards are filled out by parents/guardians at the beginning of each school year. These cards provide updated vital information needed if a student becomes ill, has an accident, or injury. Parents/Guardians must make a conscious effort to keep the school informed of any changes in the Emergency Card information.

Accidents/Injuries: All accidents and injuries on school premises will be documented by the school nurse. The school nurse will first attempt to alert the student's parents/guardians. If they

cannot be reached, the nurse will then use the information supplied on the *Student Emergency Card* to make further contacts.

If a student has an injury or a health problem that will limit his/her activity at school, a written note from a doctor is required. The school nurse, in conjunction with the principal, will develop a plan to provide for the care and safety of the student while at school.

Insurance: St. Mary School is covered by **Catholic Mutual Group for the Archdiocese of Hartford**. Please read the following statement regarding the General Liability Policy: “*As stipulated in our General Liability policy, students are not covered for medical expenses resulting from injury received at school or in their participation in school sponsored events away from the school premises. Any medical bills or injury claim should be referred to the major medical coverage in force for their child.*” St. Mary School strongly recommends that parents/guardians participate in the Student Accident Insurance Program offered to families at the beginning of each school year.

St. Mary School student athletes are covered medically by the Interscholastic Sports Insurance carried by St. Mary School Athletic Club.

Child Abuse and Neglect

St. Mary School’s personnel abide by the Child Abuse Laws of the State of Connecticut and Archdiocesan policy. Section 17a-101 of the CT General Statutes requires school personnel to be mandated reporters and be responsible for contacting civil authorities when there is reasonable cause to suspect abuse and/or neglect. Such mandated reporters must also inform the Principal, who will report said instance to the Superintendent of Catholic Schools. Beyond obligations imposed by civil law, all employees of the Archdiocese are expected and required to comply with archdiocesan policy. The identification and prevention of child abuse and neglect is of the utmost priority at St. Mary School.

School Safety/Security

St. Mary School has a *Crisis Intervention Plan* outlining procedures to be followed in the event of a crisis situation. If the school has to be evacuated, the students will use the fire drill procedure. If the school property has to be evacuated, the faculty, staff and students will go to St. Mary Church as a safe haven. Other areas that designated as safe havens for St. Mary School are the Branford Police Station and the Blackstone memorial Library. In the event of a crisis, the administration will contact parents/guardians and give them location and time for picking up their child/children. It is very important that parents/guardians keep the school informed of all current

emergency numbers and contact persons for their child(ren). The safety of all children is a priority for the faculty and staff at St. Mary School.

Asbestos

St. Mary School is in compliance with state and federal requirements pertaining to asbestos in the school, including inspections, reporting obligations, operation and maintenance procedures and in the planning for the implementation of necessary repair, restoration or abatement of asbestos.

Fire Drills are conducted once a month for the ten-months of the school year with two drills being conducted in the month of September. Fire Drill instructions are clearly posted in each room of the school to the side of the classroom door. All school personnel have received adequate instructions for safely evacuating the students from the building.

Fire Drill rules are as follows:

- Follow posted instructions located by the classroom door;
- No running, talking;
- Hands by your sides;
- Stay with your teacher and class and listen for further safety directives.

The Branford Fire Department conducts safety checks of our fire bells, and Fire Drill procedures. The school building and surrounding grounds are checked annually for compliance with all fire and safety codes.

Lock Down Drills are conducted monthly and are recognized by a Lock Down Inside/Outside alert announcement over the PA system.

Lock Down Procedure is as follows:

- After announcement is made, all teachers will lock their doors, windows and draw blinds;
- All staff members in other areas will lock doors or go to designated area and make sure doors/windows are locked;
- Teachers take students walking in hallway into their room;
- Teachers will call classrooms if they have extra students or if children are missing from their class;
- Teachers in Rooms #108, 112, 204 and 215 will check bathrooms and hallways;
- Doors remain locked until announcement comes from the Office.

Before the opening of school, the principal submits to the Branford Police Department a copy of the St. Mary School Calendar and arranges for the protection of students who cross traffic intersections on their way to and from school, the Blackstone Library, and St. Mary Church.

St. Mary School has a Safety Committee made up of School and Parish members. This committee convenes quarterly to ensure that there is a safe and secure environment at St. Mary School. The Office of Catholic Schools oversees this Safety Committee's reports and action plans.

Visitors

All visitors must report to the School Office immediately upon arrival at the school. Each visitor is required to sign in, state their business, and receive a visitor's pass. Upon departure, visitors must return to the School Office, turn in their visitor's pass and sign out. No visitor is allowed to enter a classroom without the permission of the principal.

Any item(s) brought to school for a student is to be left at the front desk in the School Office.

Volunteers

Every volunteer serving in a position where he/she may have regular contact with children or young people must undergo a background check, which shall include a check of criminal convictions. No individual shall be permitted to volunteer in any position where there may be regular contact with children or young people without undergoing this background check and Virtus Program. Information about Virtus will be distributed to parents and volunteers.

Training must be conducted for volunteers who have regular contact with students. The coordinator for volunteers, if any, may supervise volunteers at the discretion of the Principal, and may be delegated as their immediate supervisor.

Volunteers cooperate with the Principal in providing a positive educational climate for the student. Volunteers are directly accountable to the Principal. Volunteers agree to abide by established policies and procedures of the Archdiocese.

The administration reserves the right to accept or decline any offer of volunteer service.

Website

The St. Mary School website promotes the school, provides information to prospective parents and the wider community, and acts as a communication tool between the school and home. The school does not endorse any advertiser on the website. The Principal is ultimately responsible for the content and the approval of content for the website.

Conferences

Parent/Teacher Conferences are strongly recommended. Parents/Guardians are required to attend the conference scheduled in November, at the time the 1st Report Card is issued. Date and times available for conferencing with the teachers are listed on the current school calendar. Other conferences for the remaining three report cards are not mandated but strongly recommended. If parents/guardians have a special concern, it is not necessary to wait for Report Card time. A request for a conference with a teacher may be made at any time. If parents/guardians have a special concern regarding school policies and/or procedures they should write or call the Principal for a conference. St. Mary School invites open communication with parents/guardians, respecting them as co-educators of their child/children.

Home & School Association

Every parent/guardian of a student enrolled at St. Mary School is a member of the Home & School Association. The Home & School Association is governed by by-laws drawn up according to the policies and Procedures of the Archdiocese and approved by the Pastor and Principal. The purpose of this association is:

- to help parents/guardians and teachers acquire a profound appreciation of the ideals of a Catholic education;
- to promote a clearer understanding of the mutual educational responsibilities of parents and teachers;
- to encourage the home and the school to a greater degree of cooperation in discharging their responsibilities;
- to help raise funds for the proper maintenance of St. Mary School.

By signing the tuition agreement, the parents/guardians commit to complete 25 volunteer hours of service to the school each year and to help raise \$300 in “profit dollars” or choose to pay the \$300. These obligations are due and payable on or before May 15 of the current school year.

Home & School Communication

All written communication goes home to parents/guardians with the oldest child in each family. All written communication is sent home in a yellow envelope with the family name on it. Families are asked to read all contents of this envelope and return it to school each Monday, emptied of its contents, unless there are forms to return to the school placed inside it. The weekly “Blue Letter” from the Principal is posted each weekend on the St. Mary School website.

Students are given a yearly school planner on the first day of school. The student is to record homework assignments, test dates, projects, etc. in it. Teachers may send parents/guardians notes via the student planner. Parents/Guardians are to view the contents of the planner daily and use it as a communication tool with the school. Parents can also communicate with teachers through the school website.

The Connecticut Federation of Catholic School Parents

The Federation advocates public policy actions that reaffirm the importance of Catholic schools in the community and strengthen the schools' quality and services.

St. Mary School appoints a Federation liaison from the Home & School Association to work directly with the Director of the Federation in grassroots efforts to secure legislative initiatives for Catholic schools.

School Board

St. Mary School has a committee-driven School Board established according to the guidelines issued by the Office of Catholic Schools. The School Board has the following responsibilities:

- to advance the Catholic mission and Catholic identity;
- to recommend local policies consistent with Archdiocesan policies and procedures;
- to develop, implement and monitor strategic planning;
- to support school advancement, public relations, and marketing endeavors;
- to engage in board development;
- to recommend adoption of an annual budget and monitor that budget;
- to assist in the evaluation process of the principal;
- to assist in the search process when hiring a principal.

The School Board has no fewer than four regular meetings annually plus interim committee meetings. It serves as an advisory board to the pastor. The Principal serves as the executive officer and educational leader of the School Board.

Birthday Observances

Please note the following rules governing birthdays:

- During weekly Monday morning prayer service, birthday announcements are made. Students are prayed for by the whole school community and a treat/memento is given to them.
- Birthday invitations are not to be handed out in school unless every student in the class is receiving one.
- Students are not to exchange individual birthday gifts at school. This gesture creates hurt feelings among other students.
- Birthday celebrations, if requested during school time, are to be arranged with the teacher's approval at each grade level.
- Due to allergic reactions and dietary restrictions, food is not to be sent in.

Extracurricular Activities

All students are encouraged to be present and to participate in the school concerts during Christmas and Spring-time seasons.

If a student makes a commitment to participate in an extra-curricular activity, the student is expected to fulfill that commitment. Extra-curricular activities include Sports, Student Council, Fife & Drum, Spanish Club, Art Club, Drama Club, and other future extra-curricular activities. Good conduct, attendance and best effort are requirements.

Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are permissible when advanced planning, location, and the experience insure a successful learning opportunity.

Parents/Guardians may refuse to permit their child to participate in a field trip by stating so on the permission slip. Non-participating students will be given an alternate assignment and may not remain at school during the field trip hours.

Individual teachers, in consultation with the administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written official permission slip, signed by the parents/guardians, is required before a child will be permitted to attend a field trip activity. **Verbal permission cannot be accepted.** All monies for field trips are non-refundable.

Students participating in the field trip must ride the bus to and from the field trip with their class. If a parent/guardian signs up to be a chaperone for a field trip, the classroom teacher will go over the required guidelines for supervision with the chaperones. **ALL CHAPERONES ARE TO BE VIRTUS TRAINED.**

Academic Information

Report Cards are important tools for communication. St. Mary School issues Report Cards quarterly to students in grades 1-8. Report cards are issued in November, January, April and June. The specific dates are listed on the current school calendar.

Half way through the marking periods, **Progress Reports** are issued only to those students whose grades are in jeopardy of failing. Grades are available for parents' viewing on Educonnect at any time. Communication with teachers on student progress is invaluable.

Together, the **Progress Reports** and **Report Cards** comprise the eight benchmarks in a student's learning progression.

Extracurricular Participation

A student must maintain a C or better average in all major subjects at these benchmarks to participate in extra-curricular school functions. Extra-curricular offerings include, but are not limited to, soccer, basketball, baseball, softball, cheerleading and other possible offerings, i.e. clubs, Fife & Drum.

Grading Scale

The Archdiocese of Hartford Office of Catholic Schools establishes the Grading Scale as follows:

For Grades 4-8

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

For Grades 1-3

E	Exceeds Grade Level Expectations
G	Grade Level Expectations
M	Meets Minimum Grade Level Expectations
N	Needs Improvement

Any subject meeting only once a week

O	Outstanding
S	Satisfactory
U	Unsatisfactory
*	Improvement Needed

Academic Honors

Academic Honors are acknowledged at the close of each quarter in **Grades 5-8**. The **Honor Roll** is as follows:

The Principal's List: Grades 95-100 with no grade lower than a 95, good conduct and attendance

High Honors: Grades 90-100 with no grade lower than a 90, good conduct and attendance

Second Honors: Grades 85-100 with no grade lower than an 85, good conduct and attendance.

Middle School students in Grades 7 and 8 will take Mid-term and Final Exams. No more than two exams will be administered in any one school day. Mid-term and Final Exams are the property of St. Mary School and will not be taken home.

Pre-Kindergarten students receive Progress Reports three times during the year: January, April and June.

Kindergarten students receive Report Cards three times during the year: January, April and June.

Formal Testing of Student

- Entrance to Kindergarten children are given the Brigance Readiness Test;
- The Iowa Test of Basic Skills is administered to students in Grades 3-7 in late April;
- The Cognitive Abilities Test is administered to Grades 5 and 7 in late April;
- An Algebra Readiness Test is administered to Grade 7 students in June;
- These tests are the property of St. Mary School and will not be taken home.
- The ACRE religious assessment test is administered in Grades 5 and 8 in September.

Promotion Policy and Retention Policy

Students are promoted once a year based on the student's satisfactory completion of the grade requirements.

A student may be retained in a grade for a second year if the administration, faculty, and parents/guardians agree that it would contribute positively toward the personal development and academic progress of the student.

Withdrawal for Academic Reasons

St. Mary School may require a student to withdraw for serious academic reasons if the school is unable to meet the student's needs

Homework

Homework serves a positive purpose and is closely related to class work. It develops responsibility and independence in learning. Suggested time allotments are as follows:

- Kindergarten 15 minutes a night
- Grades 1, 2 30 minutes a night
- Grades 3, 4 60 minutes a night
- Grades 5, 6 60-90 minutes a night
- Grades 7, 8 90-120 minutes a night

The following are suggestions for a more positive homework experience:

- Provide an appropriate area for studying;
- Have the room quiet (no T.V. or distractions);
- Encourage your child/children, but do not do the work for them;
- Ask your child to share what they learned with you;
- Listen to your child's oral assignments;
- Help your child outline, when studying for a test;
- Read, as a model for them, while they are reading;
- Let the teacher know if your child struggles with an assignment;
- Utilize the student planner as a communication tool between home and school.

Permanent Records

A permanent record is kept for each St. Mary School student from his/her entrance into the school until he/she leaves. The conditions to access these records shall comply with the Right to Privacy Law. Permanent records are made available to professional staff members, to the student's parents/guardians unless there is a court order, state statute, or other legally binding document that specifically revokes such rights, and to a student who has reached the age of 18 years or older.

Release of a copy of a student's permanent record to non-school personnel requires written permission of the parents/guardians or a court subpoena.

School Calendar

The official school calendar from the Office of Catholic Schools indicates the number of required instructional days, maximum early dismissals allowed, holidays, holy days, and special events/meetings. The St. Mary School Calendar is posted on the School website by the end of June. Days lost because of inclement weather are made up in June or during one of the scheduled vacation periods.

School Hours

St. Mary School opens its doors each morning at 7:40 am at which time the children go into the gym under supervision. The Administrative Assistant is available in the office to take care of parent needs/requests. Children are dismissed to their Homerooms at 7:55 am and school officially begins at 8:00 am. Dismissal is at 2:25 pm daily.

Athletics

Participation in athletic activities is offered to St. Mary School students as an extra-curricular activity. The following apply:

- A student must know that it is a privilege, not a right, to represent St. Mary School in an athletic extra-curricular activity;
- A student must maintain a C average or better in all major subjects and have a satisfactory conduct record to participate in athletic extra-curricular activities. (Refer to *Academic Information – Extracurricular* section). Failure to keep major subject grade averages at a C or better and maintain a good conduct rating will result in averages at a C or better and maintain a good conduct rating will result in removal from the team until these requirements are met by the upcoming Progress Report or Report Card;

- A student must comply with health directives requiring a yearly physical before participating in tryouts for any athletic extra-curricular activity;
- A student must be in attendance at school and in good health on the day of game to participate;
- A student is responsible for his/her uniform(s) and equipment;
- Uniform(s) and equipment must be returned clean and undamaged at the end of the season. Failure to do so will require parents/guardians to pay for loss or damages;
- Parents/guardians must provide transportation to and from practices and games;
- Reasons for dismissal from the team would be poor grades, poor conduct, lack of attendance, and/or any violation of St. Mary School policies and procedures.

Spectator Expectations

- Respect decisions made by the game/contest/and school officials;
- Refrain from taunting, booing, heckling and use of inappropriate language and gestures;
- Recognize and acknowledge outstanding performances by athletes on both teams;
- Attendance at the game/contest is not a license to verbally assault others or to be generally offensive;
- Respect the athletes, coaches, officials and fans;
- Be a fan...not a fanatic!

*Failure to comply with the above will result in being escorted out.

Our Goals for St. Mary School Graduates:

- **to make a difference in bringing about God's Kingdom here on earth.**
- **to live according to Catholic values;**
- **to read, think and listen critically;**
- **to solve problems effectively;**
- **to use effective communication skills;**
- **to use technology and systems wisely and well;**
- **to demonstrate a global awareness;**
- **to engage in lifelong learning;**

Right to Amend

St. Mary School reserves the right to amend this Handbook.

- Please retain this copy of the Parent/Student Handbook.
- Handbooks will not be re-printed each school year.
- When a revision to the Handbook is necessary, parents/guardians will receive the revised page(s) to re-place in the proper section of this existing Handbook.
- Parents/Guardians will receive a message via written notice, phone call, and/or e-mail.

(Handbook revision, 08/2015)

Parents/Guardians & Students Signature Page

We have received and read the St. Mary School Parent/Student Handbook, revised 08/2015. We agree to support the Administration, faculty and staff, and cooperate with them in the enforcement of the St. Mary School Policies and Procedures as stated.

Family Name (Please Print): _____

Parents/Guardian's Signatures: _____

Student's Signature: _____

Dated: _____

Be sure you have:

- **Read the Student/Parent Handbook.**
- **Signed your compliance to follow the policies and procedures as stated. (Signatures required of Parents/Guardians and Student(s))**
- **Returned this Signature Page to your child's/children's homeroom teacher no later than September 14th of the current year.**