

Revised 9/20/17

2017-2018



PARENT-STUDENT HANDBOOK

ST. MARY SCHOOL
A ministry of Precious Blood Parish
72 GULF STREET
MILFORD, CT 06460

Telephone (203) 878-6539
Fax (203) 878-1866

www.saintmaryschoolmilford.org

September, 2017

Dear St. Mary School Families,

This Handbook is for you, the parents and students of our school. However, it is also a great resource for anyone wishing to know about our school community. There have been changes and adjustments made since last year. So, a word of caution to our veterans: do not “think” you know all the contents. Take the time to read the entire book. You deserve to know what this school, **OUR SCHOOL**, is all about.

This book is only an overview. There may be times when we need to amend, explain or add to what is presented here. In those cases we will let you know. Remember, we are a dynamic institution – always reviewing and evaluating; always looking to get better whenever we feel it is necessary.

This Handbook is primarily an online document which you are free to download, save or print. Please note the date in the upper right hand corner of the title page – this will let you know when the latest revision occurred.

Keep in mind that unexpected situations do arise. For this reason, you need to know that ***the administration, as per Archdiocesan policy, has the right and the authority to amend, waive and/or adjust policies and/or rules if deemed necessary.***

Please especially note what is included regarding communications. Good communication is crucially important. You, as parents, need to work with us to be sure the communication pipeline is flowing -- constantly -- in both directions. Therefore, please check for messages from where our emails will come from (info@smsmilford.com) and be sure your inbox accepts emails from this address. ***Please keep us informed of any changes regarding your email address*** (as well as your phone or postal address). Otherwise, you may not get important information.

Generally, emails will go to whatever email/emails we had listed for you last year (for those of you new, whatever email you had listed on your Registration Form). If you want emails to go to a different and/or additional email addresses, that is not a problem -- simply inform the school office.

We ask all parents and students to especially read and understand the ***ACCEPTABLE USE POLICY OF ST. MARY SCHOOL AND ARCHDIOCESE OF HARTFORD*** found at the end of this document. It explains the rules and policies governing the use of the school’s technological infrastructure, network, and hardware. In today’s world of ever expanding technology, it is important that we all understand those rules and policies which help all students to make safe and efficient use of technology in the school.

Our policies and procedures emanate from the Archdiocese of Hartford’s ***Handbook of Policies and Procedures for Catholic Schools*** which you can find on the website for the Office of Catholic Schools along with other important and valuable information regarding Catholic Education in the Archdiocese of Hartford: www.catholicdaohct.org. When possible, we have tried to include references, sometimes exact quotes, from that handbook so you are aware of Archdiocesan policy.

Following this letter, you will find ***THE MISSION, MOTTO and PHILOSOPHY OF ST. MARY SCHOOL*** as well as the ***VISION STATEMENT FOR CATHOLIC SCHOOLS OF THE ARCHDIOCESE OF HARTFORD***. This ***Mission*** and ***Vision*** is at the very core of what we are about.

Above all, know that your children and you are always in our prayers. We ask that you keep us in yours.

May God bless you! Mr. Frank Lacerenza, Principal

St. Mary School is a fully accredited member of the Commission on Independent Schools and the New England Association of Schools and Colleges.

MISSION STATEMENT

(Adopted August, 2014)

It is the mission of St. Mary School of Milford, Connecticut, to provide a nurturing and challenging environment which encourages children from preschool through grade eight to grow in faith and knowledge. The school integrates Catholic beliefs with a strong academic curriculum. The goal of the school is to prepare its students to become citizens who live the message of Jesus by serving others.

SCHOOL MOTTO

LIVE THE MESSAGE OF JESUS

SCHOOL PHILOSOPHY

The purpose of Saint Mary School is to educate the whole child through programs encompassing the development of the students. This will enable students to become contributing members of the school, parish, and community.

St. Mary School recognizes the individuality of each student and strives to develop a well-rounded Christian personality. This will be reflected in a wholesome attitude and a respect for self and others as exemplified by Jesus in the gospel.

As a staff, we believe that a gospel-rooted educational environment where students experience Christian community service, students will be encouraged to integrate faith and Christian values into their daily lives and thus be provided with a healthy attitude which they will carry with them for the rest of their lives.

To that end, we strive to work in cooperation with parents to develop a climate of catholic educational excellence and a curriculum that is relevant to daily life.

The school's Philosophy and Mission, as well as all its policies, rules and regulations, are consistent with those of the Office of Catholic Schools, Archdiocese of Hartford, which governs the parish Catholic elementary schools of the archdiocese.

VISION STATEMENT, PURPOSE AND VISION FOR CATHOLIC SCHOOLS **Archdiocese of Hartford**

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds. The fundamental purpose of Catholic schools is to:

- Provide a safe, nurturing and secure environment in which students encounter the living God who, in Jesus Christ, reveals His transforming love and truth;
- Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth;
- Create a Catholic climate that contributes to the formation of students as active participants in the parish community;

- Foster a culture of educational excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote life-long learning that advances the development of the whole person - mind, body, and soul; and
- Graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.

Reviewed; May, 2015

ASBESTOS

St. Mary School is in full compliance with *AHERA* of 1986 as well as with all federal and state rules and regulations concerning asbestos. Consistent with Section 2.203 of the *Archdiocesan Handbook of Policies and procedures for Catholic Schools*, the school's *Asbestos Management Plan* is kept in the Office and is available for inspection by any parent or employee.

NOTICE OF NON-DISCRIMINATORY POLICY

Whereas: The Philosophy and Mission of St. Mary School and the Catholic Schools of the Archdiocese of Hartford are based on Christian principles and the Gospel Message:

It is the policy of St. Mary's School of Milford, Connecticut, as well as that of Archdiocese of Hartford, not to discriminate on the basis of gender, race, color, or national/ethnic origin.

THE NON-CATHOLIC STUDENT

St. Mary School values ALL our families, regardless of their religious denomination. We treat all students of the school the same and respect the beliefs of those whose institutional Religion differs from our Roman Catholic faith. We expect all families, including all non-Catholics, to support our Mission and Philosophy as a Catholic school. All students, including all non-Catholics, must participate in Religion classes and attend all school religious services and celebrations.

RIGHTS OF PARENTS

St. Mary School follows Connecticut State Law in cases of separation, divorce or similar situations. The school assumes that BOTH parents have equal access to a communication with school personnel, the child's records, and to the child himself/herself. In all policies where Parent and/or guardian is listed, it is understood that either parent, regardless of physical custody, can act as parent and/or guardian.

The only exception to this is when there is a bona fide written Court Order to the contrary (restraining order, order of limited visitation, etc). If such a Court Order or other legal agreement exists, it is the responsibility of the family to provide the school with a copy so we know exactly how to handle any possible situation and to protect the child and the school if and when we may have to act in accordance with such an order.

If, in the cases of divorced or separated parents, the parent with a different address than the parent with physical custody wants to receive official mailings, we will be happy to do so as long as there is no Court Order to the contrary. However, in such a case it is the responsibility of that parent to make such a request, in writing, to the School Office.

NOTIFICATION OF CHANGES

It is the responsibility of parents to submit any changes of address, telephone, email, information on Emergency Card, family status or family name to the office, in writing, as soon as the change occurs. This includes changes to work numbers and emergency contacts. This also includes marital status of parents and changes of address and/or phone of non-custodial parent.

FACULTY AND STAFF (as of 8/2017)

PASTOR: Rev. Aidan Donahue
PASTORAL ASSOCIATE. FOR FAITH FORMATION: Deacon John Hoffman
PRINCIPAL: Mr. Frank Lacerenza

PRESCHOOL: Mrs. Joan Calendrillo (Director and Teacher)

Assistant Teachers: Mrs. Robin Zsampar
Mrs. Andrea Dente
Mrs. Deborah DeHart
Mrs. Deborah Carelli
Mrs. Karen Lagarde
Mrs. Marion Turiano
Mrs. Rosann Farrell
Mrs. Stacey Godek
Mrs. Izabela Brown

KINDERGARTEN: Mrs. Patricia Kisiel (K/1)
Mrs. Maureen Eisenhandler (K/2)

Assistant Teachers: Mrs. Mirna Ellison
Mrs. Betty Baumgart
Mrs. Izabela Brown

GRADE 1: Mrs. Linda Crotta (1/5)
Mrs. Katherine Doyle (1/3)

GRADE 2: Miss Sara Frampton (2/4)
Miss Emily Nolan (2/6)

GRADE 3: Mrs. Adrienne Dunne (3/7)
Mrs. Heather Gorman (3/8)

GRADE 4: Miss Sarah Couden (4/16)
Mrs. Cynthia Young (4/18)

GRADE 5: Mrs. Anne Kiernan (5/14)
Mr. Brian Carey (5/17)

*The following teachers will teach various subjects in grades 5-8, only their Homeroom is listed.

Mrs. Rebecca Piorek (6/13)

Mrs. Alicia Piselli (6/15)

Mrs. Jaclyn Williams (7/10)

Mrs. Sally Huyser (7/11)

Mrs. Janet Adler (8/12)

Learning Resource Teacher: Mrs. Maureen Birge
(Part time) Educ. Consult. : Mrs. Suzanne DeCarlo
(Part time) Art: Mr. Robert DiGennaro
(Part time) Music: Mr. Christopher Siena
(Part time) Phys. Ed. Mr. Shawn Mobilio
(Part time) Spanish: Mrs. Kyle Lopez

Technology Coordinators: Miss Sara Frampton and Mrs. Sally Huyser
Office Manager/ Secretary: Mrs. Christina Salzillo
Office/Teaching Assistants: Mrs. Barbara Jean Lonardo and Mrs. Susan Jagoe
Director of Marketing & Enrollment Mgt: Mrs. April Bryant
Athletic Director: Mrs. Robin Zsampar
School Nurse (Milford Health Depart.): Mrs. Elizabeth Melvin
School Custodians: Mr. David Pittman and Mr. Michael Sartor

RESPECT POLICY

As a Catholic School, how we act and behave toward each other is clearly delineated in our Mission (stated earlier in this *Handbook*) and our motto: **“LIVE THE MESSAGE OF JESUS”**

One needs only to study the Gospel and what Jesus taught as has been interpreted over the years by the Church to know how we must all act and behave toward each other. In can all be summed up in one basic word.....**RESPECT**.....and the assumption that all members of the St. Mary School community will always treat each other with Christian respect.

As for our staff; it is understood by all members of the staff that they are obliged to follow our Mission and, as a result, to always be respectful of each other, the students and the parents. The professional, administrative, and teaching staff signs an Archdiocesan contract which also states this. Staff members, who are accountable only to the Principal, Pastor, and Office of Catholic Schools (hereby referred to as the administration); know that this is a necessary aspect to their employment by our school.

It should be noted that only those to whom they are accountable (the administration) have the authority to evaluate, investigate and judge their work. One must remember that the degree to which the administration can discuss any issue is limited due to legal and moral commitments to protect the confidentiality of the staff.

As for parents; when registering their children in a nonpublic school such as St. Mary, they contract themselves to supporting its Mission and the rules and policies of the school, parish and Archdiocese. As a result, they too are obliged to always be respectful of each other, the students and all members of the staff.

As with the staff, it should be noted that only the administration has the authority to deal with parents concerning their children’s behavior and/or their own. Here again one must remember that **the degree to which the administration can discuss any issue is limited due to legal and moral commitments to protect the confidentiality of parents and families.**

As for the students, there are many rules, policies, guidelines, etc. (some general in nature; many particular to the varied and different age levels we serve) which ensure that there be RESPECT shown to all at all times.

As with the staff and parents, it should be noted that only the administration and the particular parents/guardians of particular children have the authority to work with students concerning their behavior. Here again one must remember that the degree to which the administration can discuss any issue is limited due to legal and moral commitments to protect the confidentiality of parents, families and the students themselves.

BULLYING POLICY

The following is a review of Section 5.513 of the Archdiocesan *Handbook of Policies and procedures for Catholic Schools*. **It is expected that all members of the St. Mary School Community will adhere to these guidelines.**

“Bullying is prohibited in all Catholic schools of the Archdiocese.....Bullying is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student ...which acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, put-downs, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.” - Section 5.513 of Archdiocesan *Handbook*

- The school shall investigate all reports of bullying.
- Teachers and other staff members, parents, or volunteers who witness acts of bullying or who receive student reports of bullying must report such acts to school administration. “...the administrator or his/her designee shall thoroughly investigate the circumstances....this may include interviews with students, parents and school staff, review of school records, and identification of parent and family issues.”
- Students who experience, witness, or are aware of, any form of bullying, whether directed toward them or another, must report this to a faculty member who, if necessary, will refer it to the administrator.
- Students who report acts of bullying may ask that their names not be used when investigating.
- Parents/Guardians of students who experience bullying may report this to a faculty member or to the administration.
- If it is concluded that an act of bullying has occurred, the parents or guardians of students who commit such acts shall be notified. Consequences for students who bully others shall depend on the results of the investigation and be consistent with the school’s Discipline Policy.

NOTE: “Any student who retaliates against another for reporting bullying may be subject to disciplinary actions.”- from Archdiocesan *Handbook*

TUITION (2017 – 2018)

The following tuition policies and procedures of St. Mary School are consistent with Sections 2.403, 5.507 of the Archdiocesan *Handbook*.

Kindergarten through Grade 8:

\$ 6,360	-	for one child
\$ 11,110	-	for two children
\$ 15,810	-	for three or more children

Parishioners of St. Mary, St. Ann, St. Agnes, Christ the Redeemer or Holy Infant Parishes (or other parishes of the Archdiocese which pay a subsidy to the school) will receive a \$500 per family **Parish Tuition Grant** (to obtain this credit, a family needs to have their Pastor sign the appropriate verification form). **St. Mary Parishioners** need to be registered and using the envelope system on a weekly basis in order to use the parishioner rate.

PAYMENT PLANS

- PLAN A:**
- \$100 per child at registration
 - 3% discount for those who pay the entire balance by July 1st
- PLAN B:**
- \$100 per child at registration
 - Use SMART PROGRAM which divides balance into eight equal monthly payments.
 - With this program there is the option of using a payment book, automatic deductions, or online credit payments.
 - Payments not received within 10 days of a due date are subject to a late fee as well as other charges which are listed in the ***Tuition Contract*** signed at the time of registration.

PRE-SCHOOL TUITION

- FOUR YEAR OLD; FULL DAY CLASS (5 days per week):** \$ 5860 per year
FOUR YEAR OLD; FULL DAY CLASS (3 days per week): \$3520 per year
THREE YEAR OLD; FULL DAY CLASS (3 days per week): \$3520 per year
THREE YEAR OLD; PART DAY CLASS (3 days per week): \$2520 per year

Preschool is on a separate payment schedule from K-8. The fundraising obligation and assessment program does not apply to families with only pre-school students.

FINANCIAL DIFFICULTIES

If a legitimate financial difficulty or other extenuating circumstance prohibits a family from fulfilling their contracted tuition obligation, one can request an exception and request an individualized payment plan as long as the family:

- 1) Notifies the principal in writing along with a proposed tuition arrangement
- 2) Agrees to sign a Promissory Note detailing the agreement.
- 3) Completes the on line, confidential and secure application for Tuition Assistance (see below), even if no aid is being requested.

Such an agreement needs the approval of the Principal and Pastor and, if deemed necessary by the Principal and Pastor, the approval of the Budget/Finance Committee of the Parish School Board.

If the financial situation of a family changes after the initial Contract or arrangement is in place, the family can still request an exception to their plan as long as they contact the Principal or Pastor ***IN ADVANCE*** of when the payment is due. All such communication will be kept in complete confidence.

TUITION CREDIT FOR REFERRAL

Present school families who refer a NEW family to St. Mary School may be eligible to receive a \$200 tuition credit. Eligibility is based on:

- The applying child cannot be a current St. Mary student in PreK-8 or have any siblings in PreK-8.
- The child referred must be eligible to attend our School by meeting all admission requirements, have completed the registration process, paid the necessary deposit, be accepted by St. Mary School, and remain in our school at least through November.
- The application of the new child needs to list the referring family as having referred them.
- The family receiving the credit has to be up to date with current tuition and other financial obligations, and be attending our school the following Fall (credits will not be posted until November).

- If more than one family is listed as having made the referral, the credit will be divided between the referring families.

It is not only in the best interest of the school, but could be of financial assistance to you, to speak to other parents about St. Mary School. Let them know what a fine Catholic educational institution St. Mary School is. Let them know how well our students do, especially our alumni. If there are any questions or concerns, please contact the school for more detailed information.

TUITION ASSISTANCE

Thanks to several Archdiocesan programs, as well as the generosity of many parishioners and other friends of the school, there are funds available to subsidize the tuition for those finding it financially difficult to afford the cost of a quality Catholic education at St. Mary's. There is a secure, confidential, and objective procedure for applying for such assistance.

Such information is provided at the time of registration and is always available in the School Office. Do not hesitate to inquire at the Office for details or to find out more about the availability of ***Tuition Assistance***.

TUITION DELINQUENCY POLICY

Families who are delinquent with tuition payments or delinquent with other monies owed the school will not be allowed to re-register for the following year unless legally binding arrangements, approved by the Pastor, have been made (as stated above). The school reserves the right to use legal means to obtain tuition or other money owed the school. Please see the ***Tuition Contract*** for details.

ENTRY AGE REQUIREMENT

PRE-SCHOOL:

- To be considered for acceptance into the three year old program, a child must turn three by September 1st of that school year.
- To be considered for acceptance into the four year old program, a child must turn four by September 1st of that school year.

KINDERGARTEN:

To be considered for acceptance into the Kindergarten, a child must turn five by September 1st of each school year. However, special consideration is given to those turning 5 after September 1st but before January 1st, if the child has successfully completed a preschool program and has the recommendation of his/her preschool teacher. Please consult the Office for further details.

GRADES 1 - 8:

A student must have successfully completed the previous level at a recognized educational institution and be judged to be academically, socially and behaviorally prepared to enter the school and the particular grade level.

CLASS SIZE

The policy of the Archdiocese of Hartford regarding class size (*Archdiocesan Handbook*, Section 4.132) states that Preschool and Kindergarten may have up to 25 students and that grades 1-12 may have up to 30. At all times the administration has the discretion to allow a classroom to exceed these numbers up to the archdiocesan limit. However, the maximum number of students in any preschool class will be whatever is prescribed by State Law.

If, due to number, not all students can be re-registered or not all applicants accepted, the following hierarchy will be used as a guide to determine acceptances (NOTE: provided parents follow the prescribed timelines and due dates):

- (for Kindergarten) children presently registered in St. Mary Preschool four year old program.
- Children with siblings presently registered in the school.
- Catholic children of bona fide parishioners of St. Mary Parish.
- Catholic children of bona fide parishioners of other Catholic parishes in Milford or Orange.
- Catholic children of other archdiocesan parishes.
- Catholic children of parishes outside Archdiocese of Hartford.
- Catholic children of families who are not members of a parish.
- Catholic children of alumni.
- Non-Catholics.

- Section 5.101, Archdiocesan *Handbook*

ST. MARY SCHOOL CALENDAR

A complete school calendar is sent home at the beginning of the school year and can be found on the school's website. Please keep it for easy reference. Monthly updates, revisions and additions will also be sent home. **IT IS IMPORTANT THAT PARENTS READ EVERYTHING THAT THE SCHOOL SENDS HOME, AS IT IS OUR MAIN FORM OF COMMUNICATION TO PARENTS.**

VACATION POLICY

Personal vacations should be planned around your child's school calendar. Teachers are under no obligation to provide work to students whose parents do not follow this rule. In such cases, it is the responsibility of the student and/or his or her parents to make up lost work. Such vacations during school time are a burden to the student and are highly discouraged by the school.

HOME TO SCHOOL COMMUNICATIONS

At St. Mary School, we believe good communication between the school and the home is a vital component for the educational and social progress of each child. We believe it is equally important for the vitality and growth of the entire school community.

The following guidelines and policies are consistent with Section 1.210 of the Archdiocesan *Handbook*; which also emphasizes the importance of consistent, good and on-going communication between the school and the home.

WRITTEN COMMUNICATION THROUGH "BACK PACK" MAIL:

This traditional manner for communication with parents is by sending written information home through the students. Due to the cost of paper and of operating the copy machine, most information is sent "one to a family." Usually this means that if you have more than one child in the school, the youngest will bring it home. **IT IS ABSOLUTELY CRITICAL THAT PARENTS INSIST THAT THEIR CHILDREN DELIVER EVERYTHING DIRECTLY TO THEM.**

In order to be sure that this happens, we require that **EVERY STUDENT HAVE A FOLDER WHOSE SOLE PURPOSE IS BRINGING HOME ANY AND ALL NOTICES WHICH ARE BEING SENT TO PARENTS.** Each segment of our school family has a responsibility in this matter:

- THE STAFF ensures that all notices, etc., are given to each student (or, in some cases, the youngest or only child of a family).
- THE STUDENT places all notices in the special folder & delivers the folder to their parents each day.
- THE PARENTS see to it that each child has this folder and look for it each day.

If everyone does their part, we at school and you at home can be sure that you will receive all communications from the school. **PARENTS: DO NOT BE AFRAID TO ASK EVERYDAY IF ANYTHING WAS SENT HOME.**

PARENT-STAFF EMAIL COMMUNICATION

Email is a wonderful way of communication between teachers and parents. However, in our ever-changing technological world, there are varying opinions on what should and should not be communicated by email. Please keep this in mind when using email to communicate with teachers, administration or other members of the staff. Also, although members of our staff do have access to email communications while in school, they may not necessarily have the same access at home – nor should they. On that basis, parents should never expect an instant reply to any email they send to a member of the staff, especially if not during school time.

Parents are also reminded that during the school day the primary obligation of any staff member is the children for whom they are responsible and the teaching they are doing with those children. Although staff members will try to check their emails at least once per day while in school, there is no guarantee of when they may be able to reply. Generally, a parent can expect a response to an email sent to a regular member of the staff within one day. NOTE: Staff email addresses are listed on the school's website.

GENERAL SCHOOL- HOME EMAIL COMMUNICATION

In an effort to streamline communication, eliminate the constant use of paper, and risking that not everything distributed to students makes it to the parent, the school uses **BLAST EMAILS** to parents. Teachers also use this method in order to enhance their communication with parents. For this to work efficiently and effectively:

- 1) The school **must have at least one accurate email address for each family** (you may submit more than one).
- 2) **Parents need to notify the Office of any changes** to any of the email addresses provided, or if the parent would like email blasts to go to additional email addresses.
- 3) Your email must be **set up to NOT block email from info@smsmilford.com** or any staff member.
- 4) Parents must **check their email frequently**.

We ask everyone to comply so that communication can become more efficient and effective. Parents may request the school to include additional email addresses (such as work emails or for a non-custodial parent) to be on its "Blast" list. Simply call or email the Office to make these additions.

PAYMENTS, COMMUNICATIONS AND PAPERWORK SENT TO SCHOOL

In all cases, please make sure anything being sent to school through your children, in the mail, or brought to the office by a parent, is **SEALED IN AN ENVELOPE**. please be sure that the specific **PURPOSE IS CLEARLY MARKED ON THE ENVELOPE** along with the **NAME, ROOM NUMBER AND DATE**. If you are sending a check for any reason, **PLEASE MAKE SURE IT'S PURPOSE IS WRITTEN ON THE**

CHECK AND THAT IT IS *ENCLOSED IN A SEALED ENVELOPE* WITH THE PURPOSE CLEARLY WRITTEN ON THE OUTSIDE.

SCHOOL HOURS

Kindergarten - grade 8	7:50 AM to 2:45 PM
Pre-K half day	8:30 AM to 12:00 AM
Pre-K full day	8:30 AM to 2:30 PM

Preschool will open at 7:30am for those who need to leave their child off early (there is no charge for this courtesy).

Early Dismissal Days:

Grades K- 8	Dismissal at 12:45 PM
Preschool AM	Dismissal at 12:30 PM

WEATHER RELATED CLOSINGS AND DELAYS

As per Section 3.119 of the Archdiocesan *Handbook*, St. Mary School will follow the announcements and decisions of the **MILFORD PUBLIC SCHOOLS** for closings, delays and early dismissals for weather related and other emergency reasons.

- *As per the Milford Public Schools, delays due to weather will be 2 hours.*

WE DO NOT MAKE THESE DECISIONS. Such decisions are made by the local public school authorities as prescribed by the Archdiocesan Office of Catholic Schools. This is because the public school officials are in a much better position than we are to collect all the data necessary to make these difficult decisions.

On such days, please listen to Radio Station WICC (600-AM), or listen or watch any radio station or TV channel which lists the *Milford Public Schools*. You can also easily access a list of closings, delays and early dismissals by going to our own website www.saintmaryschoolmilford.org, or any of the local TV or radio internet sites.

EARLY DISMISSAL CONTINGENCY PLAN

Occasionally there are those days on which the Milford Public Schools deem it prudent to send the children home early. Please listen to the radio, watch the local TV stations, or check the website for these announcements.

Bus transportation is provided on such days. Therefore, if your child ordinarily goes home by bus, there is no need for you or other adults to pick him/her up. In fact, the police and other emergency authorities feel that bus transportation is the safest form of transportation on such days.

Usually the dismissal on these days will be the same time as a normal early dismissal day (bus children begin being dismissed at 12:15). Although at least one adult will remain with any child not picked up at the time of an Early Dismissal, **there is no *After School Program* on such days.**

**** **In order for both you and your children to be prepared, it is very important that every family have a plan whereby the children, their parents and or other adults involved with your children, know exactly what will happen if school unexpectedly closes early.**

On such days we ask that your plan does NOT include children calling home or work due to the fact that we do not have that type of phone capability, and also because many times it is critical to keep the lines open for incoming calls from the public schools, bus company, police, etc.

EXCUSED AND UNEXCUSED ABSENCES

YOU MUST CALL THE SCHOOL OFFICE BEFORE 9:00 AM on the day of your child's absence. At the upper school level, failure to call may be recognized as truancy.

A note to the teacher is required stating the reason of any absence. This note will then be forwarded to the office. **THIS IS A LEGAL REQUIREMENT.**

NOTE: Any student absent without parental permission will be considered TRUANT, and subject to disciplinary action by the school.

As prescribed by Connecticut State Law, parents who keep a student out of school without explanation or without a legitimate excuse will be referred to the proper authorities (i.e. the Milford Public Schools and/or the Department of Children and Families).

Students should not be absent from school to visit another school. We understand that high schools will invite students to spend a day at their school. Should a parent wish his/her 8th grader to visit a high school, this should preferably be done on a non-school day, an early dismissal day, or at least on a day discussed with his/her teacher(s). Any such questions should be addressed to the principal.

A child who is sent home by the school and/or taken home by parents prior to 11:00 AM will be marked absent for that day.

SHOULD A STUDENT BE ABSENT, OR BE DISMISSED EARLY, ON A GIVEN DAY, HE/SHE WILL NOT BE PERMITTED TO ATTEND ANY SCHOOL FUNCTION OR ACTIVITY (INCLUDING INTERSCHOLASTIC GAMES OR TEAM PRACTICES) THAT AFTERNOON OR EVENING.

A CHILD MUST BE CONSISTENTLY PRESENT to receive sufficient benefit from classroom and instructional participation and to be considered for promotion to the next grade.

When a student reaches 20 or more days absent, the matter will be reviewed jointly by the principal, teacher and parent. If deemed necessary, a referral may be made to the proper authorities (i.e. the Milford Public Schools and/or the Department of Children and Families). Extended serious illness with a doctor's certification would of course warrant appropriate consideration.

TARDINESS

STUDENTS ARE LATE AFTER 7:50 AM. Students will be marked tardy if not in their classrooms prior to the 8:00 AM bell. A note to the teacher is required to explain the tardiness.

Chronic tardiness will be dealt with by the principal and the teacher. If tardiness becomes frequent and the school judges that the child is in whole or in part responsible for the lateness, the school may take disciplinary action such as having the child serve detention to make up the time missed.

Whether or not the student is responsible for the tardiness, if it has an adverse effect on the progress of the child, the school may require the student to make up the missed time.

Any student arriving after the 8:00 bell **MUST REPORT TO THE OFFICE BEFORE GOING TO THE CLASSROOM.** Although parents may escort their child to the office when tardy, **PARENTS MAY NOT ESCORT THEIR CHILD TO THE CLASSROOM.**

UPPER SCHOOL TARDY POLICY:

Excessive tardiness by students in the Upper School (grades 6-8) will, if judged to be the fault of the student, result in the following disciplinary action:

1. After a third tardy in any one marking period, the student may receive an After School Detention.
 2. After the sixth tardy in any one marking period, the student may receive a second After School Detention.
 3. After a ninth tardy in any one marking period, the student may receive an In School Suspension.
- A tardy due to a doctor's appointment or other legitimate reason, although still recorded as a Tardy, will not count toward these consequences, provided proper documentation is received by the Office.

The school's policies regarding attendance are consistent with Section 5.200-201 of the Archdiocesan *Handbook of Policies and procedures for Catholic Schools*

RELEASE OF CHILDREN FROM SCHOOL

No student will be released from school without the approval of the principal, or his designee. In a medical situation, the nurse may make this decision.

No student will be allowed to go home unaccompanied. Students will be released from school only to their parents or to persons authorized by their parents. **THE PARENT (OR PERSON AUTHORIZED) MUST REPORT TO THE OFFICE TO PICK UP THE CHILD.** Dental and medical appointments should take place after school hours. If not possible, the student's teacher must be notified in advance. Students are never permitted to leave the school grounds on their own during the school day. If a student does this he or she will be subject to disciplinary action.

A child who is sent home by the school and/or taken home by a parent prior to 11:00 AM will be marked absent for that day.

BUILDING SECURITY

Over the past few years, the school has been re-evaluating its safety and security policies and procedures. We have worked closely with the Milford Police so that our policies and procedures are consistent with those of the Milford Public Schools.

Unfortunately, in this day and age, such things as emergency drills, lock down, etc., are need to be discussed with, and practiced by, the students.

So all parents are aware, and because you may hear about things from your children, this school has worked closely with the Milford Police Department resulting in the following:

- Although always looking for ways to improve, our school has a very good system in place,
 - We conduct discussions with the students (appropriate to their age level) about security and what to do in certain situations.
 - We conduct classroom and school wide drills so that both staff and students know what to do in the unlikely event of a bad case and/or worse case emergency.
 - Such drills are many times evaluated by the MPD. to help us improve our procedures.
- Much of our emergency procedures can not be announced or written in a Handbook.

However, please rest assured that St. Mary School continues to be a very safe place for its children and that all the appropriate safety and security measures are in place.

VIDEO MONITORING OF ENTRANCES:

The school has a ***video monitoring system in place so that all entrances to the school building*** can be viewed from the Office and, in certain situations, from other locations. Video from all the cameras of this system are also recorded by a secure DVR if ever needed.

This, and other future security improvements to the school will be based on priorities established by Milford's emergency services as well as finances available and availability of government or other grants.

In an effort to ensure the security of our students and staff, **AT ALL TIMES, ANYONE ENTERING THE BUILDING MUST ALWAYS REPORT TO THE OFFICE FIRST.**

- *Anyone entering the building during the school day, including parents and volunteers who are working in the building, must report to the office upon entering the building.*
- *All visitors, including parents and other volunteers who are working in the building, must sign in and out in the main office.*
- *No parent, volunteer, other adult or child not registered in the school is allowed in the building or on the playground except with a prearranged appointment or a specific prearranged purpose, unless with the permission of the principal or designee.*

Those involved with a specific prearranged appointment, volunteer assignment, or other purpose and those with appropriate permission should never be in any part of the building or grounds other than where they have a specific prearranged purpose.

NO ONE, INCLUDING PARENTS & VOLUNTEERS, MAY VISIT A CLASSROOM DURING SCHOOL HOURS. Anything being brought to school by a parent or other adult for a child should be left in the office and not brought directly to the student. Parents should never proceed to the classroom area without permission from the office.

DOORS:

All doors entering the main building will be kept locked at all times while school is in session, as well as after school hours. However, as per legal statute, anyone can exit at any time.

To obtain access into the building, please use the main doors. There is a **Call Box** located to the left of the main doors which you can activate during the school day to talk to the Office (by simply pressing the button and waiting for a response). Remotely, from the Office, we can speak to you and unlock the door furthest to the left (near the Call Box). You will know the door is being unlocked by an audible "buzz". The Office will also have visual access to the front door area by means of closed circuit television.

Once inside the building during school hours, **ALL MUST REPORT DIRECTLY TO THE OFFICE TO SIGN IN** and, when leaving, sign out. There will be someone on duty in the Office after school hours till 5:30 PM when the *After School Program* is in session.

This system needs to be followed by ALL coming in the main building regardless of your reason to be here. This includes kitchen workers, classroom helpers, recess and all other volunteers as well as those here for a meeting or those having business in the Office.

At the Preschool (Convent Building), visitors are only to use the door inside the porch area of the convent for that class or the glass doors leading directly to the lower level classrooms. All doors are kept

locked during the school day, but a member of the staff will respond if you knock. No one, including parents, should be in the Convent Building without the permission of a member of the staff.

SECURITY AFTER HOURS:

St. Mary School is a very active place, especially in the afternoon after school is dismissed and in the evening. There are many legitimate school and Parish functions occurring during the week and on weekends. However, students, parents and other adults should only be in and/or around the school if involved with a specific activity or when leaving off or picking up a child, and then NEVER in any other area of the building.

ALL ARE STRICTLY FORBIDDEN TO BE IN ANY CLASSROOM OR CLASSROOM AREA, OR IN THE OFFICE AREA, UNLESS FOR A SPECIFIC PURPOSE WHICH HAS RECEIVED PERMISSION AND BEEN SCHEDULED ON THE CALENDAR.

CHILDREN IN BUILDING:

Students should enter the building only with a responsible adult who is in charge of them (i.e., teacher, coach, scout leader, etc.). Students and/or parents should never be in the building or in a classroom without permission at any time, including when school is not in session.

TO THOSE IN CHARGE OF ANY AFTER SCHOOL, EVENING OR WEEKEND ACTIVITY OR EVENT

(including but not limited to fund raising events, Scouts, Sports, etc.):

Before using any part of the building for your activity, you must check with the Office and check the calendar. ***Your activity must be clearly marked on the calendar*** including times, location and name(s) and phone number(s) of those in charge. St. Mary School sports teams will be scheduled by the H.S.A. Sports Coordinator.

These security policies and rules apply to all, including parents who are active in the school. We cannot have anyone in or around the building unless they have a specific purpose, received permission and are properly scheduled.

INTERCOM SYSTEM:

All classrooms have phones (with internal capability only) by which there can be instant communication with the office. These phones do have the capability to call 911 in the event of a bonafide emergency.

FENCE / GATE SYSTEM:

There is a fence with a sliding gate built across the paved area between the school building and playground. A fence with a sliding gate is also located at the other side of the school at the back corner beyond the kitchen.

These gates are closed while children are on the playground to eliminate the possibility of someone driving through this area or around to the back. The gates can be easily opened when not needed and/or for approved vehicular traffic. They will be left open during the night and on weekends so that the Police can do their usual security checks around the building.

STUDENT HEALTH AND WELLNESS

The following is taken from the Milford Health Department's website. These policies and procedures having to do with student health and wellness are consistent with Sections 5.600 – 5.610 of the Archdiocesan *Handbook*:

School Health Services are provided by the Milford Health Department to all Milford public and parochial schools. School nurses, dental hygienists and health office clerks provide a

comprehensive school health program.

The Milford School Nurses provide first aid for illness and injury, conduct state mandated screenings for vision, hearing and postural evaluations, perform color vision evaluations for Kindergarten students, and height, weight and BMI assessments for all students. The Milford School Nurses are active members of their school resource teams, participating as members of the Crisis Team, Student Assistance Team and Child Study Team among others. The nurses actively participate in the PPT process and work collaboratively to develop health and education plans with the student, family, medical providers and school staff, acting as an advocate for students with health concerns. The Milford School Nurses provide health education and health promotion activities such as health fairs, asthma education programs and many others to benefit all children.

From the National Association of School Nurses, 2010:

School nursing is a specialized practice of professional nursing that advances the well-being, academic success and life-long achievement and health of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety including a healthy environment; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self advocacy, and learning.

Physical Examinations

Students **entering Pre-K, Kindergarten, grade 6 and grade 10 are required to have a complete physical examination** performed by a licensed physician (MD or DO), Physician's Assistant (PA) or Advanced Practice Nurse (APRN).

All students entering the district from another state or country as well as those entering from private schools outside of Milford must have a physical examination performed within one year of entering the Milford Public Schools.

The physical exam must be documented on the State of CT Physical Exam form (HAR-3), commonly referred to as "the blue form". *This form can be downloaded from the Milford Health Department's website.*

Immunizations

All entering students **must provide documentation of immunizations that are required by the State of Connecticut**. A current list of required immunizations can be found on the *Milford Health Department's website*.

Your primary care provider may administer immunizations. The Milford Health Department also offers an Immunization Clinic on the second Tuesday of every month from 2:30-4:30 pm. All required childhood immunizations are available and no appointment is necessary.

Medication Administration

All students who require medication (prescription or over-the-counter) to be administered at school **must have a completed Medication Authorization Form signed by their primary care provider and parent/guardian**. Medications must be supplied in their original labeled container. A 90-day supply of medication is the maximum amount that the school nurse can accept; refills can be delivered to the school nurse as needed.

Students who have parental and physician permission to self administer their medication(s), such as Epi Pen injectors or inhalers, are also required to submit a medication authorization form every school year.

Medications are to be picked up by the parent by the last day of school in June or they will be destroyed.

Please visit the Milford Board of Education website (www.milforded.org) for a complete and current reference of the Medication Policy for Students.

Screenings

The following State mandated health screenings are performed every school year in the following grades. Please keep in mind that they are screening exams and are not meant to take the place of professional vision, hearing and other medical evaluations.

- Vision Screening: All students in grades K, 1, 3, 4 and 5
- Hearing Screening: All students in grades K, 1, 3, 4, and 5
- Postural Screening: Females in grades 5 and 7, Males in grade 8
- Height & Weight & BMI: All students in grades K-12

Although screenings are conducted annually in specific grades, they can also be performed on request for any child if a parent, teacher or nurse has a concern about the student's ability to see, hear or perform in school.

HEALTH STATUS COMMUNICATIONS

Many times children will become ill, sustain an injury, have an operation or surgical procedure, obtain a prescription for new glasses or lenses or receive an immunization booster during school vacations. Please inform the nurse so that medical information can be updated and, when indicated, appropriate staff can be notified.

ACCIDENTS

School nurses are accessible for service to your child and can be called upon at any time for emergencies when they occur at school. It is important to keep your emergency card updated so that you can be contacted in the case of accident or illness of your child.

FOR INJURIES OCCURRING IN OR OUTSIDE OF SCHOOL:

If your child has an injury, even if it was sustained outside of school, which requires special care in school or the need not to participate in Phys. Ed., Recess or other school activity; written documentation from a qualified health care professional will be required. If the child has a cast, crutches, splints, or sutures, it is necessary for the school nurse to be aware due to safety issues within the school environment. Please contact the school nurse for further clarification.

STUDENTS WITH IMMOBILIZING DEVICES

Any student with an immobilizing device will be restricted from Recess and Physical Education. ***This includes any practice or game with a school or team sport.***

- If student has a Doctor's note, they will be restricted until such a time as the Doctor sends a note clearing the student for physical activity or specifies limitations.
- If the note comes from a parent, the Nurse has the discretion to recommend a Doctor's examination for injury assessment and/or require a Doctor's note to return to Physical

Education/recess.

- If no Doctor or parent note, your child will be restricted from Physical Education/recess until further clarification regarding the injury is received. The School Nurse has the discretion to recommend a Doctor's examination and/or require a Doctor's note to return to Physical Education/recess.

Oral Health Services

Registered Dental Hygienists provide oral screenings, cleaning and prophylaxis, sealants and oral health education for students in grade 1-5 with parental permission. They also provide oral screening for Kindergarten children. All services are delivered in the school setting to minimize the loss of classroom learning time. The service is designed to complement the student's current dental care and is not intended to replace regular dental checkups and treatment.

HEAD LICE

If you discover your child has head lice, ***DO NOT BE EMBARRASSED - NOTIFY THE SCHOOL NURSE. Your child's name will not be disclosed due to privacy issues.*** You should also notify the parents of any child with whom your child has been playing with recently.

The current policy of the Milford Health Department, who has the authority and responsibility in such cases, is as follows:

- 1) If your child has live lice in his/her hair, he/she will be dismissed home and parents will be instructed as to what to do so to have the child re-admitted back in school.
- 2) If your child has persistent nits in his/her hair, the School Nurse will refer you to their health care provider.

There is information from the Milford Health Department on this topic which can be found on their website.

If you have any other question regarding this or other issues regarding student health and wellness, please contact the School Nurse or the Milford Health Department.

STUDENT INSURANCE

As a matter of policy consistent with the Archdiocese of Hartford, Connecticut State Law, and the policies of the public schools, students are NOT covered for medical expenses resulting from any 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 primary medical coverage in force for your child.

UNIFORM POLICY FOR 2017-2018

ALL students in preschool through Grade 8 must be in complete uniform at all times, including traveling to and from school. **If a legitimate medical reason necessitates that a student not be in complete uniform, a written note from a physician is necessary.** The alternative uniform item must resemble the prescribed item as closely as possible.

In order to have proper uniformity of dress in the school, only those articles of clothing being sold by our uniform suppliers will be acceptable.

BLAKE'S UNIFORM COMPANY
375-5901 (www.blakesschooluniform.com)
60 ACCESS ROAD

DENNIS UNIFORM
795-1201 (www.dennisuniform.com)
500 BOSTON POST RD.,

LANDS END IS NO LONGER AN APPROVED UNIFORM SUPPLIER.**BOYS UNIFORM:****Grades K- 7**

1. Navy blue trousers, as sold by school suppliers, which must be worn at the waist. (Navy blue walking shorts may be worn August-October, and after April vacation)
2. Long or short sleeved white knit polo shirt or white turtleneck (logo optional)
3. Brown uniform shoe, as sold by school suppliers.
4. Solid Navy blue ankle socks.
5. Dark belt is required for slacks or shorts.
6. Optional: Navy blue sweater, sweater vest (SMS patch or logo is permitted on sweaters) OR quarter-zip logo sweatshirt as sold by school suppliers.

Grade 8

1. Navy blue trousers, as sold by school suppliers, which must be worn at the waist. (Navy blue walking shorts may be worn August-October, and after April vacation)
2. Long or short sleeved blue Oxford cloth shirt as sold by school suppliers. Shirt **MUST** be long enough to be tucked it. **Only those shirts sold by our school suppliers will be allowed.** Also, only a white undershirt may be worn under the Oxford Shirt, if desired.
3. Appropriate tie to be worn at all times
4. Brown uniform shoe, as sold by school suppliers.
5. Solid Navy blue ankle socks.
6. Dark belt is required for slacks or shorts.
7. Optional: Navy blue sweater, sweater vest (SMS patch or logo is permitted on sweaters) OR quarter-zip logo sweatshirt as sold by school suppliers.

GIRLS UNIFORM:**Grades K - 4**

1. Green/navy blue Black Watch plaid jumper, as sold by school suppliers. The hem must be worn within 3" of knee. Bike shorts are permitted (and encouraged) underneath the jumper. Bike shorts **MUST NOT** be visible past the hem of the jumper.
2. Optional: Navy blue trousers, as sold by school suppliers, which must be worn at the waist. (Navy blue walking shorts may be worn August-October, and after April vacation)
3. Dark belt is required for slacks or shorts.
4. Long or short sleeved white knit polo shirt or white turtleneck (logo optional)
5. Brown uniform shoe, as sold by school suppliers.
6. Solid Navy blue socks, tights, or leggings.
7. Optional: Navy blue sweater, sweater vest (SMS patch or logo is permitted on sweaters) OR quarter-zip logo sweatshirt as sold by school suppliers.

Grades 5 - 7

1. Green/navy blue Black Watch plaid skort as sold by school suppliers. Skort must be worn within 3" of knee.
2. Optional: Navy blue trousers, as sold by school suppliers, which must be worn at the waist. (Navy blue walking shorts may be worn August-October, and after April vacation) Shorts must be worn within 3" of the knee.
3. Dark belt is required for slacks or shorts.
4. Long or short sleeved navy blue banded knit polo shirt, as sold by school suppliers.

5. Brown uniform shoe, as sold by school suppliers.
6. Solid Navy blue socks, tights, or leggings.
7. Optional: Navy blue sweater, sweater vest (SMS patch or logo is permitted on sweaters) OR quarter-zip logo sweatshirt as sold by school suppliers.

Grade 8

1. Green/navy blue Black Watch plaid skort as sold by school suppliers. Skort must be worn within 3" of knee.
2. Optional: Navy blue trousers, as sold by school suppliers, which must be worn at the waist. (Navy blue walking shorts may be worn August-October, and after April vacation) Shorts must be worn within 3" of the knee.
3. Dark belt is required for slacks or shorts.
4. Long or short sleeved WHITE banded knit polo shirt, as sold by school suppliers.
Only those shirts sold by our school suppliers will be allowed.
5. Brown uniform shoe, as sold by school suppliers.
6. Solid Navy blue socks, tights, or leggings as sold by school suppliers.
7. Optional: Navy blue sweater, sweater vest (SMS patch or logo is permitted on sweaters) OR quarter-zip logo sweatshirt as sold by school suppliers.

GYM UNIFORM

- Solid navy blue sweatshirt (SMS logo optional)
- Solid navy blue t-shirt (SMS logo optional)
- Solid navy blue loose-fitting sweatpants or shorts (no stripes or logos may be visible.)
Note: Leggings may not be worn as sweatpants.
Note: Shorts must be worn within 3" of the knee.
- Sneakers with laces or Velcro that can be properly tightened for physical activity.
- Solid white socks (no stripes or logos may be visible)
- T-shirt style school team shirts
- T-shirts provided or sold by the school (i.e. Tournament shirts, SMS Sprint shirts, etc.)
- During times other than Physical Education, shorts must be worn under sweatpants, except for August-October and after April vacation.

IMPORTANT NOTES:

- Before November 1st, after April vacation, and/or at the discretion of the administration, the uniform walking shorts may be worn.
- **Sweaters and sweatshirts that are not a part of the uniform policy are NOT permitted.**
- Only sneakers with laces or Velcro that can be properly tightened during physical activity are allowed.
- Polo shirts/turtlenecks/Oxford shirts must *always* be worn tucked into slacks/jumpers/skort.
- If an undershirt is worn, it **MUST** be white.
- Hair must be properly groomed.
- Make-up is not allowed for girls in grades K-7; only clear lip balm. Girls in grade 8 may wear light, subtle makeup.
- Students are not to wear or color hair in any way that the school considers to be extreme or which may cause a distraction. **All hair color should appear natural.**
- Girls may wear earrings, but only studs or small hoops.
- Boys may not wear earrings.
- Boys shall be clean-shaven.

DRESS DOWN DAYS

From time to time, there will be a dress down day, usually to raise money for a service project or as a reward or celebration. Other times, students will be permitted to substitute a part of his or her uniform with a specific color. All information for these specific days will be sent home in advance.

On dress down days, students must still be clean, neat, and presentable. There should never be any words, language, or logo on any part of the clothing that contradicts the purpose, mission, and nature of St. Mary School.

The following are **not permitted** on dress down days, or any other days:

- Shorts may not be worn November through the beginning of April vacation. Shorts are permitted August-October and after April vacation.
- See-through style and/or mesh style clothing.
- Underwear that is visible or worn as outerwear
- Ripped jeans or cutoffs
- Dresses, skirts, or shorts MUST be worn within 3" of the knee.
- Spandex clothing, unless worn underneath another acceptable garment.
- Sunglasses worn indoors, unless prescribed by a physician.
- Tank tops with spaghetti straps unless worn under another acceptable shirt.
- Sleeveless shirts with oversized armholes, unless worn under/over another acceptable shirt.
- Footwear considered unsafe by the school (such as, but not limited to, flip flops, Crocs, sandals, and open backed shoes).
- Pants not worn at the waist.
- Anything that the school considers unsafe or a distraction to the educational process, or not in conformity to the purpose, mission, and nature of St. Mary School.

In that the school considers the parent as responsible for what their children wear, parents of children who break the dress code and/or uniform policy will be asked to bring appropriate clothing to the child in order for him or her to continue in class.

TECHNOLOGY

The philosophy of technology and technology integration for St. Mary School is as follows:

Technology is part of the total educational program. It is integrated with the curriculum as one of many tools used to accomplish the goals of the school. The school tries to strike a balance between utilizing technology in an appropriate way, one which enhances the learning of each student, while not minimizing all the other important skills the student will need to have in order to continue his/her successful education beyond St. Mary School; therefore preparing them for the life they will face as Christian adults in a rapidly changing world.

To this end:

- The school has two staff members assigned as the "technology Coordinators" for the school. They assist all the teachers in improving their technology skills and in increasing the integration of technology throughout the curriculum.
- The school conducts several inservices for teachers each year, plus individually designed workshops, which help our entire staff to continually improve & update themselves in this area.
- The school has a complete Computer Lab as well as an up to date server which serve both the educational and administrative needs of the school. The lab is utilized by all grades, Preschool

through grade 8.

- The school has several Apple iPad carts with a number of iPads set up for student curricular work in the lower grades.
- The school has begun to obtain Chrome Books for student curricular work in the older grades.
- The school has interactive white boards (some times called by the brand name, *SmartBoard*), in all its classrooms, Kindergarten through grade 8, as well as two in the Preschool.
- Each teacher has access to at least one computer he/she uses to assist with methodology, lesson planning, grading, communication and the management aspects of his/her teaching
- The school contracts with **EduConnect** to produce our electronic Report Cards and to enable teachers to keep their grade books electronically and plan their lessons on line.
- The school uses **EduConnect** to post online grades of students of grades 4 through 8 available for parents (with the appropriate passwords and security).
- **EduConnect** is also being used for other management purposes such as our basic student data base, attendance, tuition accounting and other functions.
- All teachers of all grades post their assignments, and occasionally other valuable information and material, on the *Home Work Page* of the school's website.
- The school is constantly improving its communication with parents through **Blast Emails** to parents.

Over the past couple of years, the school has gradually been acquiring hand held devices (i.e.: iPads and Chrome Books) for student curricular use. This is mainly thanks to the City of Milford's Book Loan program and generous donations from the Home-School Association. Precious Blood Parish and the former St. Mary Parish have also invested in this program.

The Business Network Group (TBNG) is contracted to handle our IT needs. They help us to keep our infrastructure up to date with the appropriate security and filters, and help us maintain our wireless availability.

For the safety and security of all, and consistent with Archdiocesan Policy (Section 4-202 of Archdiocesan *Handbook*), the school has an **Acceptable Use Policy** (copy found at the end of this *Handbook*). It spells out the purpose of how technology is used, as well as the rules and consequences should a student decide not to follow the rules and policies.

The school will continue to stay abreast of all the fast moving technological advancements and provide the necessary training so that our staff can make appropriate use of these valuable tools.

HOMWORK

Consistent with Section 4.105 of the Archdiocesan *Handbook of Policies and procedures for Catholic Schools*, depending on grade level, your children will be given a reasonable amount of work to do at home. As a guide, students in grades 1, 2, and 3 will usually receive an average of 30 minutes homework each night, students in grades 4 and 5, one hour, and grades 6, 7, and 8, 2 hours each night.

Be mindful that these are only averages. Times vary depending on each child's abilities, concentration span and organizational skills.

Parents should see to it that it is done according to the directions given by the teacher(s). Each teacher will be sending home their specific homework policies and rules during the first weeks of school.

Good study habits at home go hand in hand with what we teach in school. It is important that parents see

to it that their children have a specific quiet time during which they can complete their assignments. There should also be a designated area where homework is done.

Should children come home with no specific assignment for that day, they should be encouraged to work on any long range assignments they may have. Even when nothing is required by the teacher, children should still have a designated time during which to read or study.

Should a student forget a book or assignment in school, **he/she is NOT allowed to re-enter the building to get it after school hours.** Parents also are not allowed to enter the classroom area after school hours unless involved, or picking children up from, a specific activity. **To help students develop responsibility. We need parents to support and follow this rule.**

Although work handed in late due to an absence is normally accepted, children who are absent are still responsible for that work. Although the teacher will help in any way they can, **THIS IS THE STUDENT'S RESPONSIBILITY, NOT THE TEACHER'S.**

There should be a pre-arranged system for getting work missed while absent. This may be an agreement with a "buddy" or sibling.

If parents wish to pick up assignments for an absent child, **they must call BEFORE LUNCH TIME** and pick up the work **IN THE OFFICE AT DISMISSAL OR UP TO 5:00 PM.**

GRADING

The Archdiocesan *Handbook*, Section 4.134, states:

The purpose of grades is to measure and report learning. Grading practices must embrace, not hinder, teaching and learning..... Confidentiality of grades must be maintained at all times..... Every school shall provide parents/guardians with an electronic trimester report card"

REPORT CARDS:

Consistent with this policy, Report Cards for Kindergarten through grade 8 are distributed three times a year (Dec., March and June – see yearly calendar for exact dates). They are meant to reflect the daily achievement of the student in academics and personal development. They are to be reviewed carefully with the child and, if necessary, proper steps should be agreed upon to effect improvement

Report cards are kept by the parents. The signature form and envelope should be returned the following day.

Reports cards include confidential information and should only be shared between the student, his/her parents, the child's teacher or teachers and other professionals involved with the child, and the principal. THIS INFORMATION SHOULD NEVER BE SHARED AMONG STUDENTS.

SPECIAL NOTE FOR PARENTS:

We try to impress on the students the appropriateness of this confidentiality. It is very important that parents also respect this rule. **As with students, PARENTS SHOULD NOT SHARE OR DISCUSS REPORT CARD INFORMATION WITH OTHER PARENTS.**

NOTE REGARDING ELECTRONIC REPORT CARDS:

In Grades 1-8, Teachers use an electronic grade book to file their grades. These grades are then

automatically averaged based on a predetermined formula which each teacher works out in accordance with the rules and policies of the Archdiocese. In this way, the grades appearing on the Report card are more objective than when they were done “the old fashion way.”

NOTE OF CAUTION: Through the electronic grade books being used, each teacher can provide a more objective assessment of progress during a marking period as well. However, the system is not perfect. Trying to ascertain a child’s grade early in, or even midway through, a marking period could lead to some misleading assumptions and conclusions. One should be very wary of averages being produced before all grades have been submitted for any marking period. As always, please contact your child’s teacher if you have any questions.

EVALUATION KEYS FOR REPORT CARDS

We use the Report Cards and evaluation keys designated by the Office of Catholic Schools, Archdiocese of Hartford (Archdiocesan *Handbook*, Section 4.134). Teachers may sometimes add symbols and/or remarks to further help parents understand the information on the Report Cards.

“The purpose of grades is to measure and report learning. Grading practices must enhance, not hinder, teaching and learning.” (Archdiocesan Policy 4.134)

In the Archdiocese, the Elementary Schools use Trimesters; meaning three Marking Periods in a given year, with Report Cards distributed a week or so after the end of a Marking Period (sometimes called a Trimester).

Formal Parent Teacher Conferences are arranged midway through the first Marking Period (Trimester). However, parents and teachers are always able to set up a conference at any other time if deemed necessary.

KINDERGARTEN:

- M - meets grade level expectations
- P - progress noted toward grade level expectations
- T - time and experience required for skill to develop
- ED - experiencing difficulty
- NI - not introduced at this time

PRIMARY (GRADES 1-3):

In the primary grades, the main purpose is to report progress of the development of the whole child: academically, socially-emotionally, and in terms of work skills/habits. The goal is to strengthen the home-school partnership and to inform parents concerning their child’s progress in school. Teachers use classroom assignments, assessments, and observation of your child to determine progress made or how close he/she is to meeting criteria for grade level expectations. Each term, the Primary Report Card will show a numbered descriptor that best reflects this progress.

CODE TO PRIMARY PROGRESS REPORT:

- 5** Consistently exceeded grade level expectations for this term.
 - This is not to be confused with an “A”. This level of performance indicates that the learner/student consistently extends concepts and skills above proficiency levels; demonstrates an advanced level of understanding and/or ability to apply knowledge at a higher level.
 - The students at this level have mastered **95-100%** of the objectives taught at a mastery level.

- 4 Consistently achieved developmentally appropriate skills and/or expectations for this term.
 - This indicates consistent performance at achieving grade level mastery. This is where we would expect all student to achieve in a given grade level.
 - Students at this level have demonstrated a mastery of **87-94%** of objectives taught.

- 3 Approaching mastery of developmentally appropriate skills and/or expectations for this term.
 - Indicates growth and significant progress toward consistent mastery of grade level expectations. This student has mastered a majority, but not all, of the grade level objectives taught. Performance indicates that the learner/student is approaching mastery at grade level.
 - Students at this level have demonstrated a mastery of **80-86%** of objectives taught.

- 2 Approaching proficiency toward developmentally appropriate skills and/or expectations for this term.
 - This student has demonstrated proficient achievement of many of the grade level skills/concepts taught in this content area.
 - Students at this level have demonstrated a mastery of **70-79%** of objectives taught.

- 1 Difficulty meeting developmentally appropriate skills and/or expectations for this term.
 - Indicates student needs intensive support at school and at home to approach grade level expectations in this content area. Very few objectives taught were met at proficiency.
 - Consistent support and intervention strategies required to meet expectations.
 - Students who demonstrate proficiency at this level will have an Academic Improvement Plan (AIP) developed by the teacher and the parent; progress will be monitored on a frequent basis.

- I Incomplete work for this term.
 - The students did not do enough work or submit enough work to assess a level of mastery.
 - Students will be given the opportunity to make up the work with the goal of becoming proficient. Failure to do so by the next grading period will result in the letter grade remaining Inc.

INTERMEDIATE GRADES (4-5):

Parents and students are cautioned not to interpret the numbers as precise. Many criteria determine the grade. At this level, the report card provides a key for comments the teacher or teachers may decide to use to aid in your understanding of the child's grade or grades.

CODE TO INTERMEDIATE REPORT CARD:

A+	- 100 – 98	(excellent)
A	- 97 - 94	
A-	- 93 - 90	(very good)
B+	- 89 – 87	
B	- 86 – 83	(good)
B-	- 82 - 80	
C+	- 79 – 77	(average)
C	- 76 – 73	

C-	- 72 – 70	
D	- 69 – 65	(poor)
F	- below 65	(failing)

An 'S' may be used to indicate "satisfactory for this particular child."

For Handwriting, Art, Music, Physical Education, and Spanish, the following is used:

O	- outstanding
S	- satisfactory
U	- unsatisfactory

UPPER SCHOOL (JUNIOR HIGH / MIDDLE SCHOOL) GRADES 6-8:

Parents and students are cautioned not to interpret the numbers as precise. Many factors go into determining the grade. At this level the Report Card provides a key for comments the teacher or teachers may decide to use to aid in your understanding of the child's grade or grades.

CODE TO UPPER SCHOOL REPORT CARD:

A+	- 100 – 98	(excellent)
A	- 97 - 94	
A-	- 93 - 90	(very good)
B+	- 89 – 87	
B	- 86 – 83	(good)
B-	- 82 - 80	
C+	- 79 – 77	(average)
C	- 76 – 73	
C-	- 72 – 70	
D	- 69 – 65	(poor)
F	- below 65	(failing)

An 'S' may be used to indicate "satisfactory for this particular child."

For Art, Music, and Physical Education the following is used:

O	- outstanding
S	- satisfactory
U	- unsatisfactory

AVAILABILITY OF ONLINE GRADES FOR PARENTS OF GRADES 4-8:

Parents in grades 4 through 8 are able to view recorded grades. Those parents will have access to a specific website (there will be a link to this from the school website) and be assigned an individual user name and password.

The main goal of this availability is for parents to have a more up to date idea of how their children are doing. It reduces the need for notes, phone calls and/or weekly updates and reduces the need to depend on the students bringing home papers or interpreting their progress in class. It also eliminates the need to wait for a Progress Report to know what is going on and provides another way for the parent to stay on top of how well their children are doing.

A few things to keep in mind with grades being available online:

- Under normal circumstances, teachers may take up to one week of assignment, test, etc. to log those grades in.
- Different assessments (assignments, reports, quizzes, tests, etc.) are weighted differently by different teachers depending on the curriculum, the subject area, teaching style, etc..

Therefore, doing a mathematical average of the grades you see does not necessarily indicate their average or the final grade your child will receive.

ACADEMIC HONORS

In order to give special recognition to those students in our Upper School who demonstrate outstanding academic progress, **ACADEMIC HONORS** is given to those who achieve all B's and above, with **HIGH ACADEMIC HONORS** to those who achieve all A's and above. These **HONORS** are announced after each marking period in grades 6, 7 and 8. While the school recognizes that what makes someone a good student is effort, hard work and good Christian character, academic honors specifically recognize those few who achieve at or near the top academically.

STANDARDIZED TESTING

As per Section 4.135 of the Archdiocesan *Handbook of Policies and procedures for Catholic Schools*, standardized testing is done with students in grades 3-7 in the Spring, shortly after the Spring vacation (this is at a time different from past years). **These tests are only one small part in the overall evaluation of the academic progress of our students.** They are meaningless if looked at in isolation and can only be of help if we put the results in the larger context of the overall school experience. Their main purpose is not to judge or evaluate individual students. Rather, the chief purpose of these tests is to serve as one of many evaluative tools the school and archdiocese use to review the curriculum and to review the progress of a class from one year to the next.

You will be informed as to when these tests are administered (usually in late April and/or early May). There is no academic preparation required, but **we do ask that you see to it that your children get the proper rest and nourishment during the testing days** (as they should throughout the year).

The school tries not to minimize or exaggerate the significance of standardized testing -- we expect parents and students to do likewise.

For a review of the most recent standardized testing data for students in our school, please check out the information provided on our school's website.

ARRIVAL AT SCHOOL (Morning Drop Off)

ALL STUDENTS NEED TO BE IN THE BUILDING BY 7:50. As per advice from the Milford Police Department, **STUDENTS SHOULD NOT ARRIVE BEFORE 7:30 AM** as there is no supervision before this time.

Riding of bicycles and skateboards to school is **NOT ALLOWED**. It should be pointed out that this includes riding a bicycle and leaving it away from, but near the school. This is in the interest of safety as the hours of beginning and ending of school are very dangerous.

When students arrive at school, **THEY ARE TO ENTER THE GYM**. Students should report to their assigned locations. Students are not to enter the classroom section of the building unless or until instructed to do so.

- Students are not to bring or consume breakfast food or drink when arriving in the morning.
- While waiting in the Gym, students may talk, read or study. However, they may not use pencils, pens, crayons or any other writing instrument.

Since this is not a recess time and because there are so many children gathering during this time, there should be no RUNNING OR PLAYING WITH BALLS OR OTHER EQUIPMENT.

Students are to remain in their assigned locations until a teacher instructs them to proceed to the classroom.

Students and Parents may NOT enter the classroom area before school unless they have the permission of the teacher or the Administration.

PARENTS SHOULD NOT BE IN THE GYM OR LOBBY AREA OF THE BUILDING WHILE STUDENTS ARE ARRIVING, INCLUDING AFTER THE BELL RINGS, unless they have specific permission from the Office.

TRAFFIC PATTERNS FOR AUTOMOBILES BRINGING AND PICKING UP CHILDREN

The aim of these patterns and rules is to make the *Drop Off Time* and *Dismissal* as safe as possible for students, while making traffic flow as smooth and efficient as possible (***with the priority on student safety***). We will notify parents of any changes which may enact of deemed necessary.

At any time when driving to, from or through the parking lot, YOU MUST MAINTAIN A SLOW AND SAFE SPEED. This includes before school begins, after dismissal, and during the school day.

When bringing Kindergarten through grade 8 students to school in the morning, please follow these simple rules (the purpose of which is to protect the safety of all our students):

- Arrive after 7:30 AM, when an Assistant Teacher or other adult will be present to see that students being left off by cars and busses safely enter the building.
 - **As per the advice of the Milford Police Department, students will not be allowed in the building BEFORE 7:30.**
- Drive into school yard entering from Wampus Lane (by the Convent/Preschool).
- Following other cars and buses, drive all the way to the front of the building where you may drop off your child(ren). ***Do not jeopardize your child's safety by leaving them off at any other location.***
 - ***YOU MUST DRIVE AS FAR PAST THE FRONT DOOR AS POSSIBLE TO KEEP THE PROCESS FLOWING, YET SAFE FOR THE STUDENTS.***
- If you have business in the building, drop off your child(ren) first, then park in the parking lot.
- Leave the area by exiting the drive near the Church.

BECAUSE THE SAFETY OF OUR CHILDREN IS THE PRIORITY, WE ASK ALL TO BE PATIENT. IT MIGHT BE SLOW, BUT RATHER SLOW THAN DANGEROUS. PLEASE BE PATIENT; especially with our staff, the students and other parents.

Only those who have business in the building should park and enter the building. We remind ALL DRIVERS of the Connecticut State Laws governing School Buses:

NO VEHICLE MAY PASS A BUS WHICH IS TAKING ON OR LEAVING OFF STUDENTS. The Police have informed us that this law is enforceable on our property. Therefore, for the protection of our children, we will report any violations to the proper authorities.

There will be an Assistant or other adult in front of the building whose responsibility is to direct traffic and assist the students to enter the building safely. **WE EXPECT ALL STUDENTS AND ADULTS TO**

RESPECT HER AUTHORITY.

DISMISSAL

At 2:30 PM (12:30 PM on Early Dismissal days) bus riders will begin to be dismissed, followed by "Walkers and Riders" (this usually, depending on the buses, will be at about 2:40-45 (12:40-45 on Early Dismissal days). Staff members will direct Bus riders directly to their bus first. Those with rides are dismissed after all the busses have left. Those in K through grade 3 will be accompanied to the Main Entrance by their teacher or other adult. All students are to leave the property as soon as they are dismissed, riders going directly to their parents or other adults who are picking them up. Students who are remaining after school for the After School Program, an extra-curricular or other activity, will be dismissed with the riders and wait for the responsible adult in the Gym.

Parents need to be sure that homeroom teachers are aware of the regular dismissal routine of each student (bus, walker, after school program, etc.). For obvious security reasons, and so we are aware of the wishes of the parent, **IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE HOMEROOM TEACHER, IN WRITING, ON THOSE DAYS WHEN THERE IS TO BE A DEVIATION FROM THIS ROUTINE.**

We realize that plans sometimes change. However, Dismissal can be a very confusing time. Therefore, we ask that you reserve end of the day phone calls to the Office at a minimum.

In order to have a smooth and fair dismissal, we ask all parents and other adults picking up a child to **WAIT OUTSIDE THE MAIN DOOR** out of the path of the students exiting the building. **PARENTS SHOULD NOT BE IN THE LOBBY AREA BEFORE OR DURING DISMISSAL unless they have specific permission from the Office.**

Parents or others who pick up children are **NEVER TO DRIVE TO THE FRONT OF THE BUILDING AT DISMISSAL OR IMMEDIATELY AFTER DISMISSAL, REGARDLESS OF THE WEATHER.** This would be a safety hazard for our children.

PARENTS ARE NOT TO ENTER THE CLASSROOM AREA UNLESS PERMISSION HAS BEEN GIVEN. Should there be a legitimate reason for a child to be dismissed before his normal time, such arrangements either should have been made in advance by a note to the teacher, or the parent can stop in the office to request that the student be paged. When paged, the student and adult must leave the building immediately.

WE INSIST ON EVERYONE'S COOPERATION DURING DISMISSAL. THESE RULES ARE NOT MEANT TO BE RUDE, BUT RATHER ARE MEANT TO KEEP ORDER FOR THE PURPOSE OF INSURING EVERYONE'S SAFETY.

BUS TRANSPORTATION

School bus transportation is provided to eligible Milford residents by the Milford Public Schools through the use of **DURHAM SCHOOL SERVICES**. The rules of the bus company and the authority of the driver will be enforced by the school.

The same behavior expectations we have while the students are in school apply while they are riding the bus to and from school. All rules, as well as all discipline enforcement policies, apply.

All routes and stops are set up by the Milford Public Schools working with Durham Services, not by St. Mary School. Students may only ride the bus to which they were assigned. **ANY DEVIATIONS MUST BE APPROVED, IN ADVANCE, BY THE OFFICE. REQUESTS FOR ANY DEVIATION MUST BE MADE, IN WRITING, AND SENT TO THE OFFICE NO LATER THAN THE MORNING THAT DAY.**

The school does not have the authority to make any exceptions to the routes or stops.

PERSONAL PROPERTY

ALL PERSONAL PROPERTY, ESPECIALLY CLOTHING, SHOULD BE LABELED WITH THE STUDENT'S NAME, (ESPECIALLY CLOTHING). THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL PROPERTY.

DISCIPLINE

Because St. Mary's School's Mission calls for all to be witnesses of Christ and the Gospel message, it is imperative that all students, parents, and teachers be willing to participate in creating a safe and secure environment where creativity, self-expression, and learning can take place. This obligation is extended to all members of the school family.

The two fundamental objectives behind any disciplinary action at St. Mary's are a.) to ensure the safety of all students and staff, and b.) to change a student's inclination towards unacceptable behavior.

This sometimes requires corrective action by school personnel if a student or students disrupt the environment. Corrective action may also be enacted if behavior by a student or students, in or out of school, during or outside school time, is judged by the administration as being a detriment to the reputation of the St. Mary School or Catholic Education.

The support of parents in discipline matters is **ABSOLUTELY ESSENTIAL AND REQUIRED**. The school will work with parents to help them with the behavior of their children. Likewise, the school expects the parents to work with the school regarding the behavior of their children.

The privilege to attend St. Mary's implies a responsibility on the part of the students to be courteous and respectful to adults and each other at all times. They are expected to treat all in a polite manner reflecting Christian values. Because the aim of the school is to give students the tools needed for life beyond the school, this expectation applies to outside of school time as well.

Because of the broad range of ages of the students, the following will be interpreted by the faculty and staff at an age appropriate level. It is the responsibility of all students to be familiar with the specific policies and rules of their particular teacher(s).

As students reach the upper grades, higher expectations for behavior are essential. These students are the role models for the lower grades. Additionally, unacceptable behavior tends to manifest itself in more serious ways, some of which are potentially dangerous to the student themselves as well as others in the school community. An enhanced description of unacceptable behavior and the resulting consequences that is specific to the students in grades 6, 7 and 8 will be sent home in a letter to parents of children in the upper grades and must be signed in addition to this handbook.

GENERAL EXPECTATIONS including but not limited to:

BULLYING AND/OR BULLYING-LIKE BEHAVIOR WILL NOT BE TOLERATED.

Bullying is prohibited in all Catholic schools in the Archdiocese. It must not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church. Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions, which may include detention, suspension and expulsion from school.

Any student who retaliated against another student for reporting bullying may be subject to disciplinary actions, which may include detention, suspension and expulsion from school.

Bullying is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at the 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.

- Section 5.513 of Archdiocesan *Handbook*

1. Respect of faculty, staff members, volunteers, other adults, and fellow students is required at all times. This respect can be simply defined by the Gospel message that we treat others as we would want them to treat us.
2. School property and the property of others is to be respected at all times. Ownership and pride in all school property is the responsibility of each student. Proper care is to be taken of books (all of which should be covered at all times), supplies, and equipment. Any damage must be reported immediately. Students responsible for any damage, and their parents, will be held liable for the costs incurred.
3. Students are to be honest at all times. Cheating, lying, plagiarizing and stealing are totally unacceptable and will not be tolerated.
4. Orderly behavior is expected in all areas of the school, especially classrooms, hallways, the lavatories, playground and Church.
5. Any item or items that do or might promote a distraction or disruption to the learning environment, as well as any item or items which may be perceived as a threat to safety are not permitted in school or on school grounds.
6. Students will WALK, not run, at all times except during those activities where running is expected or allowed.
7. Bus and fire regulations must be followed by all students.
8. Students are to abide by the Uniform Policy at all times.
9. Students are always to be where they are expected to be and never in any unsupervised location except with appropriate permission.

CONSEQUENCES OF UNACCEPTABLE BEHAVIOR:

Because of the wide range of age and grade levels, as well as the complex nature of circumstances, the specific execution of these are left to the discretion of the teachers and administration. The examples listed below should not be interpreted as a mandate for the corresponding consequence, nor should they be viewed as the only reasons that the defined consequences may be incurred. Except with serious infractions, all the following would occur after ample warning:

1. **LOSS OF RECESS OR OTHER PRIVILEGES:** Can be assigned by a teacher or other staff member. The student stays in a supervised location. Some examples of behavior that may lead to this consequence are:

- ❑ Failure to complete homework or class assignments
- ❑ Persistent annoyance to classmates
- ❑ Excessive talking in class or other school function
- ❑ Inattentive behavior
- ❑ Excessive tardiness
- ❑ Repeated violation of the dress code
- ❑ Bullying or bullying-like behavior

2. **DETENTION:** Children may be kept after school. Parents will be notified when a child is to remain after the regular dismissal. He/she will remain in a supervised location. It will be the responsibility of the parent to provide transportation. Failure to remain after school when assigned will be referred to the principal. **NOTE:** A SATURDAY DETENTION can also be assigned by a member of the staff. In such cases the parent is responsible for transportation. The student is kept in a supervised location. Some examples of behavior that may lead to this consequence are:

- ❑ Disrespect for fellow students, teachers or other school personnel
- ❑ Swearing or other inappropriate language
- ❑ Conduct or behavior unbecoming a St. Mary's Student (either in or out of school)
- ❑ Rude and/or discourteous behavior
- ❑ Excessive tardiness
- ❑ Cheating and/or plagiarism
- ❑ Bullying or bullying-like behavior

3. **SUSPENSION:** Can only be executed by the principal, usually after other consequences have failed to be effective or in the case of a serious infraction. Parents are notified. This is usually an "in school" suspension where a student is placed in a supervised location separate from his/her class. The student is responsible for all work assigned by the teacher(s). In more serious instances, this can be an "out of school" suspension. Some

examples of behavior which may lead to this consequence are:

- ❑ Disrespect for fellow students, teachers or other school personnel
- ❑ Stealing of any nature, including cheating on school work and plagiarism
- ❑ Willfully striking or assaulting a student or member of the school staff
- ❑ Use of tobacco, alcohol or other unauthorized substances
- ❑ Vandalism, deliberately defacing School or Church property
- ❑ Bullying or bullying-like behavior
- ❑ Retaliation for a report of bullying or bullying-like behavior

4. **EXPULSION:** This usually results only after other methods have been exhausted or in the case of a very serious infraction. It can only be executed by the principal after consultation with the Pastor. A decision of this nature would be discussed at a conference involving the Principal and the Pastor.

The activities listed below are subject to immediate disciplinary action at the discretion of the school principal, including but not limited to, suspension or expulsion. Any St. Mary's student involved in any school activity, whether or not such activity occurs on school property or not, including but not limited to: bus transportation, in-school activities, and/or before or after school programs, who causes or is involved in any of the following:

- ❑ Involved in any activity that causes or may potentially cause any injury to another;
- ❑ Brings to school or school activity, any inappropriate items as determined by the school administration, including but not limited to: knives, lighters and matches;
- ❑ Brings to school or school activity any inappropriate or illegal substance, including but not limited to, tobacco products and alcohol or alcohol container (even if empty);

- ❑ Threatens, verbally or physically, any person while at school or school activity.
- ❑ Harasses, while at school or school activity, any person (including, but not limited to, harassment related to gender, race, religion, skin color, etc).
- ❑ Retaliates against another for reporting bullying or harassment
- ❑ Bullying or bullying-like behavior
- ❑ Retaliation for a report of bullying or bullying-like behavior

Per State Law, the Police Department will notify the principal of any student involved in any formal charge or arrest. In such cases, the Principal will notify the Pastor and a meeting will be arranged with the parent. The Pastor and Principal, after investigating the facts, reserve the right to suspend or expel the student should they determine that the student is a risk to the students, staff or others, or that the student is a risk to the reputation of St. Mary School. All such reports, discussions, investigations and decisions will be handled from a Christian point of view and will remain **TOTALLY CONFIDENTIAL**.

THE PRINCIPAL AND PASTOR RESERVE THE RIGHT TO MAKE ANY DECISION NECESSARY IN ORDER TO PROTECT EVERYONE'S SAFETY AND THE REPUTATION OF ST. MARY'S SCHOOL. THE PRINCIPAL, UNDER THE AUTHORITY OF THE PASTOR, HAS THE FINAL SAY IN ALL DISCIPLINE MATTERS.

DISCIPLINE MATTERS OFTEN INVOLVE INFORMATION WHICH CANNOT BE MADE PUBLIC. FOR THAT REASON, ALL DISCIPLINE MATTERS AND DECISIONS WILL BE PRIVATE AND BE KEPT CONFIDENTIAL BETWEEN ADMINISTRATION, STAFF INVOLVED, THE STUDENT AND HIS/HER PARENTS. INFORMATION CONCERNING ANY DISCIPLINE MATTERS WILL NEVER BE DISCUSSED OUTSIDE THIS CONTEXT.

LAVATORY USE

Depending on age and grade level, teachers determine the policy for Lavatory use. Except in the case of an extreme emergency, students may not leave the room at any time without the permission and knowledge of the teacher or adult responsible. If there is a medical or other reason for a child to leave the room frequently, there must be a note from the parent explaining the problem or condition. At times, a note from a medical professional may be required. Children, of course, may always leave in case of emergency or sickness.

GUM CHEWING

Children are not permitted to chew gum in school or on school grounds, unless in special circumstances when allowed by the principal or a teacher. This includes before or after school and at lunch and recess.

BACK PACKS

The use of backpacks has become a convenient way to carry books, etc., to, from and in school. Teachers may establish rules about using backpacks while traveling from class to class. Teachers may also establish rules for what is carried from class to class.

For safety reasons, all straps, strings, etc., must be secured and not allowed to be hanging from the backpack. Also, chains, keys, dolls, toys, trinkets, etc., will not be permitted on the outside of the backpacks. When traveling with the backpack, they must be closed.

Students should be carrying in the backpacks ONLY those books and other materials necessary for school. Parents are asked to be aware of their child's backpack and what is in it.

During recent years, there has been much publicity regarding backpacks. Frequently, we find that students are carrying many more items than the school or parents require. We also have noticed that many students wear their backpacks in an incorrect manner.

We ask parents to assist us and help their children by checking what is included inside their children's back packs and making sure that the students wear them as high on the back as possible.

If you opt to purchase the back backs with wheels, be mindful that they are significantly heavier than those without wheels and that they can not be rolled up or down the stairs of the building and the stairs on the school busses.

The school retains the right to search backpacks and/or other bags brought to the school or school activity.

ELECTRONIC DEVICES

The use of electronic Reading devices in school (i.e. electronic readers such as Nook, Kindle, iPad, etc., cell and/or smart phones, etc.):

NOTE: The following is consistent with Archdiocesan Policy #4-200, 2-201, and 5-504, and the *Acceptable Use Policy* of the Archdiocese of Hartford as well as the *Acceptable Use Policy of St. Mary School* (p. 59 –60 of the *2011-12 Parent Handbook*).

With parental permission, students may bring to school and use in school personal electronic reading devices (such as, but not limited to: Nooks, Kindles, iPads, cell phones, smart phones, etc.) with the following qualifications:

- Such hardware will be the responsibility of the student and his/her parent.
 - ***School will not be responsible for damage, loss or failure to operate.***
- Such hardware:
 - ***can only be used for tasks assigned by a teacher*** or for free reading when and if allowed, and only during times when allowed by the teacher.
 - ***can not be used at any time during the school day for communication*** with other students, parents, home, someone outside or inside the building, or connection to a wireless network.
 - ***can not be connected to the internet or the school's network*** unless such connection has been authorized by teacher or other staff member.
 - ***can not be used for any connection to Social Media***, except when deemed appropriate by a teacher or staff member, and then only under the direct supervision of that teacher or staff member, and only for the limited usage as assigned by that teacher or staff member.
 - ***can not be used for playing games*** unless authorized by the teacher.
 - ***can not be used in any way contrary to its purpose*** in school and/or any way contrary to the school's intent in allowing its use.

Violation of any of these rules will require that the teacher confiscates the item and leave in the Office until a parent or other delegated adult retrieves it.

Other Electronic Devices:

Students are not allowed to use at school or bring to school electronic devices (other than those mentioned

before for the purposes mentioned before) such as a radio, ipod, pocket diary, or similar electronic games and/or devices (of various names and descriptions). The only exceptions will be for those times a teacher grants specific permission due to a project or other activity. If any such item for which there is not permission is found, it will be confiscated and sent to the principal's office where it will remain until claimed by the parent.

CELL PHONES / SMART PHONES

The following is consistent with Section 5.509 of the Archdiocesan *Handbook of Policies and procedures for Catholic Schools*:

While cell phones may be brought to school, **THEY NEED TO BE TURNED OFF AND IN THE STUDENT BACK PACK DURING SCHOOL TIME** (except those devices specifically allowed by a teacher or staff member, and then only for the specific task). Students can not carry and are not permitted to use cell phones during school hours.

Any student who violates this policy will have the phone confiscated. In such a case it will be held in the Office until a parent comes to retrieve it.

As with any personal property, **THE SCHOOL IS NOT RESPONSIBLE FOR CELL PHONES BROUGHT INTO SCHOOL.**

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If a parent or Guardian needs to be in contact with a student during school hours, this must be through the School Office, and not by cell phone.

TOYS AND TOY WEAPONS

Students should not bring toys from home to school except in those cases when they are invited to do so by a teacher. In all cases, students are never to bring any toy which represents an article of violence including, but not limited to, toy guns, knives, swords, laser pointers, etc.

PARENT/STUDENT PERSONAL MESSAGES

Telephone calls requesting messages to be given to students are prohibited except in emergencies. Arrangements, appointments, etc., should be resolved before the student leaves for school. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY MESSAGE BEING LEFT FOR A STUDENT.**

INVITATIONS

It will be the policy of the school **NOT** to have personal party invitations distributed to students in school, unless all members of a given class are included. Although it is everyone's right to invite who they wish, invitations distributed in school to some, but not to all students in a given class, causes social and emotional embarrassment for everyone. We ask you to handle this outside of the school.

BIRTHDAYS AND OTHER CELEBRATIONS DURING SCHOOL TIME

To celebrate a child's birthday, parents may send **only in a small, appropriate snack for that particular grade level**. Any such food sent in should only be enough for that one class. These

snacks should not be shared with other classrooms or be brought to other teachers in the building.

Such snacks for birthdays or other celebrations can only be of the type which can be served with no need for plates, knives, forks or other utensils (examples: cupcakes, cookies, brownies) and should not require refrigeration.

SPECIAL NOTE REGARDING ALLERGIES: Such snacks and/or treats must be in compliance with any food or food type restrictions issued by the school, nurse, or health department.

Parents can bring birthday snacks to the Office at the start of the day, or at a time earlier than when the teacher wants them. They will be brought to the classroom at the time specified by the teacher. The snacks will be served by the classroom teacher at a time she/he deems appropriate.

Also, parents should be aware of allergies within one's class, and/or the school, in determining ingredients for any snack being baked or any food products being sent into school.

There should be no parties to celebrate the birthday of a teacher or other staff member and, likewise, no snacks or other food items should be brought in for this purpose. Exceptions for special events and/or celebrations can be arranged, but only with the advanced consent and approval of the principal and teacher involved.

TEACHERS CONFERENCES

Official, scheduled, Parent – Teacher Conferences are arranged in October. Outside of this, should a parent need to speak to a teacher in person, an appointment should be made. To do this, please write a note, call the office and leave a message, or email the teacher. Parents should never interrupt a teacher during class or ask to see him/her immediately before or after school.

Parents are also encouraged to simply call or email for a telephone conference with a teacher which can be just as effective as a personal conference, and be arranged in less time. When arriving to meet with a teacher, a parent should first report to the office to sign in, even if an appointment has been made.

Parents can also utilize the staff email addresses which can be found on the school's website. However, due to the very busy teaching schedule being followed by all our teachers, one can not expect that an email will be read as soon as it is sent. Teachers may also need to look into or research a question before answering. Therefore, we ask that all be patient and allow for at least 24 hours for a reply (if an emergency, please call or email the Office). Email can be a good communication device, but it is not perfect.

RESOURCE TEACHER

The school employs a full time teacher for the purpose of helping classroom teachers develop strategies to gather educational and functional information to screen and/or help a student who is experiencing some type of difficulty. This teacher may also work with individuals, or small groups, should a particular strategy be determined.

The Resource Teacher will also work with the Resource Teacher assigned to the school by the Milford Public School System to help assist and focus on specific goals mandated by an IEP or Service Plan. Individual needs, as well as, any extra service that the public schools may not be able to provide will be accommodated to further help the student's progress.

Also, since state law requires that strategies have been employed before a student can be considered for individual testing, the Resource Teacher will collaborate with the classroom teacher to be sure this process was carried out in an efficient manner, one which will be beneficial to the student in terms of goals, supports, and services.

Parental input and involvement is welcomed and encouraged at all times. It is imperative that the lines of communication remain open to better meet the needs of each student. However, parental permission is not required for a classroom teacher to discuss a student with the school's Learning Resource Teacher, nor for the Learning Resource Teacher to assist, or work with any student.

SPECIAL EDUCATION / SPEECH THERAPY

A Resource Teacher is provided by the Milford Public Schools for students of our school. He/she works only with those students identified by the Milford Public Schools as needing educational services through individualized testing done by Public School Personnel. This teacher will also work with our school's Learning Resource Teacher and will consult with classroom teachers when needed.

A Speech Therapist is provided by the Milford Public Schools for those identified by the Public Schools as needing this service. Identification is done through individualized testing done by the Speech Pathologist and sometimes other Public School Personnel.

Individualized testing by the Public Schools is done ONLY AFTER:

- strategies have been employed in the classroom
- screenings have indicated the likelihood of a disability or other educational problem not remedied by regular classroom intervention
- parents have granted written authorization after a full explanation of the testing.

Ongoing Resource services, Speech Therapy and other individualized programs provided by the Milford Public Schools are provided ONLY after parents have been given a full explanation and have granted written permission.

As per State Law, there will be an annual review done for any child receiving any of these services. Please contact the Principal, the school's Learning Resource Teacher, or the specialists assigned to our school or their supervisors (Pupil Personnel Office of Milford Public Schools) if you have any questions or concerns.

SUSPICION OF CHILD ABUSE OR NEGLECT

The following is based on Section 5-605 of the Archdiocesan *Handbook*:

St. Mary School considers the abuse/neglect of children, in any form, to be contrary to our mission and against the laws of the State of Connecticut. Legally and morally, all staff members of the school are REQUIRED to report any suspicion of abuse or neglect to the Department of Children and Families (DCF). In fact, any teacher, nurse or administrator who does not report such suspicions is in violation of state law and is subject to criminal punishment.

When it is determined that such suspicion exists, the school CANNOT investigate. Rather, a referral from the school must be made to DCF. It is the responsibility of DCF to notify the parent/guardian and to investigate the case. St. Mary School will cooperate fully with DCF. However, the school and its

personnel do not make any judgment of any parent or other adult in any such case.

All such cases will remain TOTALLY CONFIDENTIAL between DCF, other authorities involved, the principal, and only those staff members directly involved.

LUNCH PROGRAM

The Hot Lunch Program is run by the school which coordinates the program with outside providers. It is administrated through the Office and staffed by a Lunch Aide and volunteers who assist in the preparation and distribution. This program is dependent on volunteers. We would like to thank everyone who has helped in so many ways, and encourage others to become involved. The more volunteers we have, the better we can make the program! ***Not only can parents volunteer, Grandparents and other relatives are welcome as well – and they also can earn points toward your Assessment.***

Details of this program, and how your child participates, are announced during the first week of school and will be posted on the school's website. Be on the lookout for any information regarding the lunch program.

Please follow the rules for how you order lunch. We need everyone's cooperation to ensure that all get their lunch each day.

If you have any questions, or you would like to help us (which is needed to make this program a success), please call the school office.

MILK PROGRAM

Milk is available for lunch. Parents have the option of purchasing white or chocolate milk for their children. The cost for each half of the year will be announced and is usually due early in September and again early in January. We are able to offer milk at low price due to a federal subsidy program. We are also able to offer free milk to low income families who qualify as per government guidelines. Information about the free milk program will be sent home as the year begins.

PHYSICAL EDUCATION

Physical education is a required part of the curriculum. No child will be excused except for legitimate medical reasons. Such excuse requires a signed note from the parent.

INTER-SCHOLASTIC SPORTS

Consistent with the policies of the Archdiocese of Hartford (Section 4-126 of the Archdiocesan *Handbook*), the sports program at St. Mary School is an extension of its Mission and an outgrowth of its Philosophy. It is run by the school's ***Athletic Director*** who is responsible to the principal.

Sports in our school augments what we teach, encourages teamwork and promotes mutual Christian respect for teammates as well as opponents. At the same time, it encourages the development of self-discipline, a prerequisite of anyone's involvement in any team situation, inside or outside of sports. Sports gives students another outlet in which to shine and helps build school spirit. Lastly, it teaches and develops the physical and mental skills one needs for a particular sport.

All students participating in the sports program, which includes cheerleading, will be required to maintain

passing grades and maintain appropriate behavior in and out of school.

THE PRINCIPAL HAS THE AUTHORITY TO SUSPEND OR REMOVE FROM THE SCHOOL TEAM, ANY STUDENT WHOSE GRADES, ATTITUDE, OR CONDUCT MERIT SUCH ACTION.

- Parents and coaches will be notified.
- A child removed from a team, temporarily or permanently, will not be allowed to attend practices or participate in team activities.
- It is the responsibility of the coach to comply with the decision of the principal and to enforce any suspension or removal of a student from his/her team.

Any complaints or concerns about the coaching staff should be directed to the ***Athletic Director***. If merited after investigation, the ***Athletic Director*** will present these complaints to the Principal.

All parents of students will be assessed a sports participation fee for each sport played during the school year. The fee is designed to help defray costs.

All coaches will be required to have a *Criminal Background Check* done through the Archdiocese and to participate in the “*Protecting God’s Children*” (Virtus) program. There may also be other workshops, inservices or courses required by the Archdiocese or school. Coaches must also fulfill any other requirements determined by the Archdiocese or school.

Sponsors for St. Mary School Teams are welcomed. However, names of sponsors will not be printed on the uniforms.

Parents are responsible to keep the uniforms neat, clean, and in good condition. All uniforms must be returned when requested. Athletes are responsible to return all uniforms immediately at the conclusion of the season, package appropriately with name, grade and room number noted, and return to school as directed by the Sports Coordinator or other person designated for this purpose. It will be the responsibility of the parents to pay the full replacement cost for any uniform damaged beyond repair or not returned.

NOTE: SHOULD A STUDENT BE ABSENT, OR BE DISMISSED EARLY, ON A GIVEN DAY, HE/SHE WILL NOT BE PERMITTED TO ATTEND ANY GAME AND/OR PRACTICE THAT SAME AFTERNOON OR EVENING.

The School Nurse has the authority to prohibit a student from participating in any game and/or practice for health reasons.

All questions regarding the St. Mary's sports program or its policies or procedures should be directed to the ***Athletic Director***.

ST. MARY SCHOOL RAY FITZPATRICK BASKETBALL TOURNAMENT

This annual event takes place in late February/early March. Besides being a major fundraiser, it is also exciting and wonderful spirit lifter for our school. **ALL PARENTS OF STUDENTS WHO PARTICIPATE IN THE SPORTS PROGRAM WILL BE EXPECTED TO GIVE SOME TIME TO THIS EVENT.** All families of the school are encouraged to volunteer their time as well.

INSTRUMENTAL MUSIC PROGRAM

This program, administered throughout the Archdiocese of Hartford by **FUTURE MUSICIANS, INC.**, allows students in grades 4-8 the opportunity to receive a group lesson once per week in any of the brass, woodwind or percussion instruments. The scheduling of these lessons is rotated each week so a student never misses the same class more than one time per month. If there is enough interest, students of grade 3 may have the opportunity to learn Recorder as part of this program

Students who register become part of either the BEGINNING BAND (which practices once per week during school hours) or ADVANCED BAND (which practices once per week after school). Besides our school bands, the bands of local Catholic schools are often combined and more advanced students are afforded the opportunity to perform with regional and statewide "All Star" bands.

The fee and registration for this program is administered through FMI. Interested parents will be invited to a special informational evening meeting early in the year.

FIELD TRIPS

The following is consistent with the policies of the Archdiocese of Hartford (Section 4-125 of the Archdiocesan *Handbook*):

From time to time, a particular teacher or a group of teachers may decide to take a class or a group of classes off school property on a "field trip." In most cases such trips are educational in nature and provide the students with an experience they ordinarily do not receive in the classroom. However, such trips can also be meant for enjoyment or to combine an educational experience with enjoyment. Attendance on field trips is a privilege. The school is not required to allow all students to attend. All trips require the approval of the Principal.

Except in the case of a medical or other legitimate excuse, all students are expected to go on an official field trip because such outings are considered to be part of the total school program. If a child does not attend, he/she may still be required to attend school that day and complete an appropriate assignment.

Parents will receive written notice of such trips containing all necessary information including cost. For a child to go on a trip, an official permission slip must be signed and submitted by the parent/guardian and returned to the classroom teacher promptly by the due date specified. By granting written permission, the parent releases the teacher, other school personnel, the school and parish, and the Archdiocese from any and all liability. The permission slip used is that which has been prescribed by the Office of Catholic Schools of the Archdiocese of Hartford. No other form is permitted.

A student should never miss a trip for financial reasons. If this is a problem at any time, the parent can call the principal and arrangements will be made. All discussions and arrangements will be kept confidential.

Teachers, with the approval of the Principal, may deny a student the privilege of a field trip if it is felt that the child may be a disruption or when it is felt that a child does not deserve the privilege of attending. In such cases, this will be discussed with the parent. Teachers may, short of denying a trip to a student, require that he/she be accompanied by a parent. The School Nurse and the school have the authority to decide that a given child cannot go on a specific field trip if it is felt that the trip poses a risk to the child's health and welfare.

CHAPERONES:

The teacher, with approval of the principal, has final authority regarding which and how many parents

officially chaperone a given trip. Unless invited to do so, **a parent not designated as a chaperone should NOT attend a field trip.**

A parent or anyone else who is assigned to be **an official chaperone should not bring along other children** -- the chaperone's responsibility must be only those children assigned to him/her. **Chaperones must ride with the students on the bus** except if special arrangements are made ahead of time and approved by the principal. **Chaperones must be present for the entire trip**, except if arrangements are made ahead of time and approved by the principal. All rules and policies of the School, including discipline, apply to all field trips.

EXTRA CURRICULAR PROGRAMS

Extra-curricular activities occur when a member of the staff, an outside person or agency, or a volunteer makes arrangements to do so with the administration. Such activities have included such things as: Drama, *Broadway Stars*, Irish Dance, Scouting, Chess, Arts & Crafts & Intramural sports.

These and other such activities are dependent upon volunteers, paid staff and/or outside contracted individuals or organizations to coordinate and run them. Anyone interested in organizing an extra-curricular activity should approach the administration. As with sports and other school activities and events, **SHOULD A STUDENT BE ABSENT, OR BE DISMISSED EARLY, ON A GIVEN DAY, HE/SHE WILL NOT BE PERMITTED TO ATTEND ANY SCHOOL ACTIVITY OR EVENT THAT SAME AFTERNOON OR EVENING.**

AFTER SCHOOL PROGRAM / EXTENDED DAY

This is an after school care program offered to all students. It is held every school day, beginning the second week of school, from dismissal to 5:30 pm. This includes half-days except if specified otherwise in the calendar. The program is supervised by qualified adults. The cost and other detailed information is available on the school website and is sent home at the beginning of the school year. In order to take advantage of this service, all policies must be followed. Failure to keep current with payments owed will result in loss of this service.

HOMEWORK HELP

As part of the After School Program, students needing to work on homework or needing a quiet place just to get academic work done, are provided a separate, supervised, location. They still are provided a snack and break after dismissal, than taken to a separate location till 4:30 or until finished with their work. Students register the same as with the After School program.

PUBLICITY & MARKETING

Good publicity is an essential component to our school. The school has a part time **Director of Marketing and Enrollment Management** who will oversee this along with volunteers. Anyone wishing to submit positive news, photos or other information regarding students, alumni, staff or parents may contact the Office or the Director.

An important part of marketing is our school website **www.saintmaryschoolmilford.org**.

In addition, one can find us through social media at:

- **Facebook @ SaintMarySchoolMilfordCt**
- **Twitter @ StMarySchoolMFD**, and

- **Instagram @saintmaryschoolmilford**

Besides being a resource to parents, the website and social media serves as a way to market the school. Should you have any ideas or suggestions on how to make the website more beneficial and/or user friendly, do not be afraid to communicate that with the school by emailing us at info@smsmilford.com.

At the time of registration, a **CONSENT AND RELEASE FORM** was sent home with each student. This needs to be returned either granting permission or denying permission to the school to use a picture or likeness of your child in a publicity endeavor. Without such permission we can not use any picture to promote our school which includes your child. The information on the **CONSENT AND RELEASE FORM** will include information that will explain how we would use, and not use, your child's picture, likeness and/or name. Please be sure it is completed and returned.

VOLUNTEERS

St. Mary School is very fortunate to have parents, grandparents, and other adults who volunteer to assist around the school. The students will at all times show the utmost respect and courtesy toward these fine people as well as towards all teachers and other staff members.

Volunteers working the lunch program, those on the playground and in the library and adults assisting teachers in the classrooms have the authority to enforce school rules. Students are expected to respect this authority as they do the authority of the teachers. Those students who do not will be subject to disciplinary action.

As per archdiocesan policy (Section 1-215 of the Archdiocesan *Handbook*), for the protection of all children, as with employees, all regular volunteers will be required to complete an authorization allowing the Archdiocese of Hartford to conduct a Background Check on them. They are also required to take any workshops, complete any forms, and/or sign any release which may be required by the Archdiocese of Hartford or by State or Local law.

PROBLEM RESOLUTION

Should a parent have a question or problem with a teacher or other member of the staff, he/she must first discuss it with that person. In most cases, problems are usually solved to everyone's satisfaction at this level.

If a parent feels that a situation is not or cannot be resolved at that level, he/she may bring it to the attention of the administration who will investigate and work to solve it in the best interest of the child (children) and school. A parent, however, **SHOULD NOT BRING A PROBLEM TO THE PRINCIPAL UNTIL HE/SHE HAS DISCUSSED IT WITH THE TEACHER OR OTHER STAFF PERSON INVOLVED.**

All need to realize that the administration will, as is our moral and legal obligation, and as it consistently has in the past, strive to be sure there is a fair outcome to any and all issues.

All parties must remember that the degree to which the administration can discuss any issue with anyone is limited due to legal and moral commitments to protect the confidentiality of students, parents, and the personnel of the school. This means there will always be those things that we can not fully discuss, especially if the concern is not regarding your child.

We all need to keep in mind that "a fair outcome" may not necessarily be what any particular party

interprets as fair.

In the same light, a parent may bring a problem to the attention of the Pastor. However, this should not be done until it has been addressed with school personnel and the Principal.

RESPONSIBILITY OF THE PARENT/GUARDIAN

Since parents/guardians have given children their lives (or have committed themselves to raising a child as if they gave that child life), they are bound by a sacred obligation to educate their offspring and, therefore, must recognize that they are the primary and principal educators.

Regardless of the type of family structure, parents/guardians are the ones who must create a family atmosphere dominated by love of God and others, an atmosphere in which a well-rounded personal, social and spiritual education is fostered. Hence, the family is the first and primary school for every child.

Our school is only an extension of the education that began the day a child was born. Long before he/she enters our doors, the child has learned all of his/her basic personality traits and habits from his/her parents. So, once in St. Mary's School, the child does not begin his education - he/she is merely continuing it and continues to need the help and support of his parents/guardians.

RESPECT FOR TEACHERS AND STAFF: Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from school.

YOUR ATTITUDE TOWARDS THE SCHOOL AND THE TEACHERS IS MOST IMPORTANT BECAUSE IT WILL BE REFLECTED IN THE ATTITUDE OF YOUR CHILD.

Parents/guardians are required to maintain a *UNITED AUTHORITY* between themselves and the school. It is up to the parent to preserve the union of authority which makes the teacher in the classroom an extension of parental authority.

Parents and all care givers are reminded that criticism, complaints, gossip, words spoken in anger or even jest, are absorbed by the children and affect their attitude towards the school and the faculty and staff. This includes unspoken feelings which children very easily pick up.

**** *Even when we think children do not hear or understand -- they do!* ****

RESPECT & OBEDIENCE CANNOT BE LEARNED IN SCHOOL IT HAS TO BE LEARNED IN THE HOME.

ST. MARY PARISH SCHOOL BOARD

The Parish School Board is a structure that provides for the sharing of responsibility for the educational mission of the Church, in particular, the Catholic educational mission of St. Mary's Parish.

Consistent with Section 1-209 of the Archdiocesan *Handbook*, The Board is consultative in nature and, as per archdiocesan policy, advisory to the Pastor and Principal. It follows a Committee Driven format. It works with the administration to oversee the financial and business management of the school, to evaluate its short and long term needs, and to develop the strategic plans necessary to ensure the

continued excellence of the school. Although it is the administration which, along with the staff, formulates the rules and procedures of running the school, it is the board which advises and assists in the development of the policies which serve as guides to those rules and procedures.

Members and officers of the Board are appointed from members of the Parish and/or parents of the school, as per Archdiocesan policy. Among the important work of the Parish School Board includes the work of the following committees.

As a committee driven board, these committees include membership from outside the board itself. Non-members (including parents, parishioners, staff and others) are able and encouraged to be part of any of the committees of the board:

BUDGET/FINANCE:

This committee works with the Pastor and Principal under the direction and policies and procedures of the Finance Director of the Office of Catholic Schools of the Archdiocese of Hartford. It formulates an annual budget, analyzes monthly income and expense reports, makes recommendations to the administration, and reports such information to the Board. This committee also assists the administration in the collection of unpaid tuition and/or other monies owed to the school.

ADVANCEMENT AND MARKETING:

This committee, which runs under the school's Director of Marketing and Enrollment management, organizes and oversees such things as alumni relations, the Annual Fund, special gifts, and endowments. Such programs are run in conjunction with the Archdiocesan plan for Advancement for Catholic Elementary Schools. Many volunteers are needed for the many projects of this committee and all are welcome to help. This committee also oversees the marketing and recruitment endeavors of the school. It should be noted, however, that all parents are in the position of marketing and recruitment.

STRATEGIC PLANNING:

Following the Archdiocesan plan for long and short term strategic planning in the Catholic Elementary Schools, this committee researches where we have been, where we are, and where we, as a parish and school community, want to be in the short and long term future. Many of the improvements completed or in the process of being completed are a result of the work of this very busy committee.

PLANT AND FACILITIES:

This committee aids in the planning and maintaining of the overall school plant and facilities and coordinates long and short term maintenance and repair with the Parish.

The full Board only meets every other month on a schedule it establishes for itself (the various committees meet during those months when there is not a full board meeting). Meetings are listed on the monthly Calendar Updates and are usually on Wednesday evenings in the Meeting Room in the Rectory Basement. Parents of St. Mary School and parishioners of St. Mary Parish are welcome and encouraged to attend except when the board goes into executive session. Those wishing to speak, according to the by-laws of the Parish School Board and the policies of the Archdiocese of Hartford, ***need to contact the Chairperson IN ADVANCE of the meeting***, and follow the procedures outlined by the by-laws and/or determined by the Chair of the Board.

NOTE: Our Parish School Board, as is any board of any Parish School in the Archdiocese, is consultative. As per Archdiocesan policy it does not and cannot become involved with any issue dealing with students or personnel. The staff is accountable to the principal who in turn is accountable to the Pastor who has final authority in all school related issues. As a Parish Catholic School, the administration is also accountable to the Office of Catholic Schools and the Archdiocese of Hartford.

PARISH SCHOOL BOARD MEMBERS (as per August, 2017)

Jeff Siegman (Chairperson)
Angela Bassano
Robert Baird (Vice-Chair)
Elizabeth Keefe
Kevin Kosek
Michael Turiano (Secretary)
Christopher Wolfe

Members, as well as Officers, are appointed by the Pastor. No more than 9 may be on the board and no more than 3 may be parents. Staff members and immediate family members of staff members may not serve as voting members on the board. However, all members of the school and parish community, including staff, alumni, grandparents, etc., may serve on any of its committees.

HOME AND SCHOOL ASSOCIATION (HSA) *Updated 8/2016*

Consistent with Section 1-210 of the *Archdiocesan Handbook*, the ***St. Mary Home and School Association*** (HSA) works to fulfill the mission statement of our school. The HSA brings St. Mary's families together through many annual events and fundraising activities. As parental involvement is a hallmark of a successful school community, it is important that all parents become involved in these events and activities throughout the year.

Although most of the functions of the HSA are designed for fundraising, an important and necessary part of the school, the HSA also coordinates or assists the school in many other important activities including sports, hot lunch, playground maintenance, library volunteers, and school publicity.

The HSA Executive Board is comprised of the Executive Committee (listed below along with a short description of their responsibilities) which, consistent with school and archdiocesan policy and under the authority of the Principal and Pastor, determines rules and guidelines for HSA events, appoints chair people and makes all final decisions necessary. The Executive Committee meets monthly, usually on the 2nd Monday of each month, at 7:00 pm. Depending on the time of the year, chair people and others involved in HSA activities are strongly encouraged to attend. ***ALL PARENTS ARE ALWAYS WELCOME TO ATTEND THESE MEETINGS.***

HOME AND SCHOOL ASSOCIATION OFFICERS
2017-2018

Chair of the HSA Executive Board - Kellianne Baranowsky

This position is responsible for supporting and managing the HSA Executive Board, running school-wide parent meetings, overseeing volunteer-driven programs and acting as a liaison

between the HSA and SMS School Board, SMS Director of Marketing and Enrollment Management and Precious Blood Parish.

Coordinator of Fundraising - Carolyn Kron

This position is responsible for supporting and managing the chairs for each of the HSA fundraisers, assisting individual fundraiser chairs with obtaining volunteer and school support for fundraisers, recruiting event chairs and communicating with parents regarding upcoming events.

Coordinator of Assessments - Christopher Harry

This position is responsible for tracking and monitoring family assessment and fund raising obligations through their fundraising and volunteer activities.

Treasurer - Sharon Swanson

This position is responsible for managing the HSA budget and all associated accounting as per School, Parish and Archdiocesan fiscal policy, assisting individual chairs with deposits and expense reimbursement, and tracking year-to-year fundraising performance of the HSA.

Secretary - Laura Bottino

This position is responsible for HSA Board meeting agendas and minutes, HSA calendar of events and managing school-wide HSA communications.

In addition to the HSA Executive Board monthly meetings, there are general meetings for all our parents; usually in September and May. These meetings provide current updates as to our financial progress and present parents with current information as to events and fundraisers that we are working towards.

It is **mandatory** for at least one parent from each family to attend such general meetings. Additional meetings may be planned as needed. These meetings are the perfect forum to attain information about progress throughout the year and to share in school spirit and the HSA's commitment to our children.

In an effort to enhance communication and increase effectiveness, flyers and emails will be sent home for various events and activities. Parents should also check the school website for current information and reminders as well.

FUNDRAISING AND VOLUNTEER REQUIREMENTS

ASSESSMENT (VOLUNTEER TIME) REQUIREMENT

The assessment point obligation for 2017-2018 is a minimum of 300 points. Points earned for volunteering/working on any event will be earned at the rate of 8 points per hour or at a flat rate assigned to particular positions. Points will only be assigned with the proper sign-in sheets, which must be filled out by the individual and submitted within two weeks of the event by the Chairperson of the event. ***Please note: points may not be transferred from one family to another. However, OTHER ADULTS AND FRIENDS OF ONE'S FAMILY (SUCH AS GRANDPARENTS) MAY EARN POINTS FOR THAT FAMILY. All points will only be credited to the current school year which begins July 1st and runs through June 30th.***

It is the responsibility of every family to ensure that all hours worked are properly recorded on the event time sheet. As we have families with the same or similar last names; recording names and other information accurately will reduce errors in record keeping. Points for flat rate positions are only awarded to individuals who fully meet their obligation. The HSA reserves the right to reduce points if the full commitment has not been met.

INITIAL ASSESSMENT FEE:

There is a \$300 Initial Assessment Fee for new families which is due by October 1st. This fee acts as a security deposit for a family's Assessment Requirement. When a family leaves the school or graduates the \$300 will be reimbursed as long as they are in good standing with their assessment (volunteer requirements) and fundraising obligations and tuition. Any monies owed to the school will be deducted from what is to be reimbursed.

FUNDRAISING REQUIREMENT:

Fund Raising for the school keeps Tuition to as low a level as possible. Without any fund raising, the per pupil tuition would be approximately \$700 more than it is now. Therefore, it is only fair that fund raising be shared by all families. To ensure that ALL families share in fundraising, each family is asked to **RAISE A MINIMUM OF \$300.00 IN PROFIT** from the many fundraising activities of the school. Participation in the following fundraisers, among others, will earn credit toward this requirement:

Basketball Ads = 50%	Carnival Sponsor = 50%
Car Raffle Tickets = 50%	Christmas Trees = 50%
Golf Tournament Flags = 50%	Grocery Certificates = 5%
St. Mary Sprint = 50%	Mixed Bag = 50%

Families will only receive fundraising credit if the money is received by the specified due date. All payments must be made by check or money order.

Goods and services donated by parents of St. Mary's students cannot be used to offset any fundraising and/or assessment points unless the Executive Board grants express permission in advance of said donation.

WAYS A FAMILY CAN MEET THEIR FUNDRAISING & ASSESSMENT OBLIGATIONS

There are two alternatives to doing both volunteering and fund raising:

- A - There are families who would rather volunteer many hours than fund raise.** For those families, after earning 500 assessment points, any additional points earned may be applied, at the rate of \$1.00 per point, towards your fund raising obligation.
- B - There are families who have little time to volunteer but prefer to fund raise.** For those families, after \$500.00 in profits is raised, any additional profit may be applied, at the rate of \$1.00 per point, toward your assessment points for that year.

There is even an incentive for those who do much more than required:

There are families who both earn over 500 points for volunteering and raise \$500 in fundraising. Anything over the combined figure of 1000 points/dollars entitles your family to **a tuition refund/credit of up to \$300.00**, earned at a rate of \$1.00 per assessment point or fundraising

dollar, earned for the following year.

If a family does not reach the minimum assessment points and/or fundraising dollars by the end of the school year, they must pay the difference as per the Tuition Contract. All accounts with an outstanding balance will accrue a \$5.00 monthly fee until the balance is paid in full.

POINT STRUCTURE for 2017-2018

This section is under review and once complete, will be inserted here.

ACCEPTABLE USE POLICY OF ST. MARY SCHOOL AND ARCHDIOCESE OF HARTFORD:

The following is consistent with Sections 4.200-205 and 5.510 of the Archdiocesan *Handbook of Policies and procedures for Catholic Schools*:

As explained in the section dealing with technology, all students and Parents/Guardians are expected to adhere to and support these policies. Signing that you have seen and read the *Handbook* will also be construed to mean you have seen and read this *Acceptable Use Policy*.

Each student who utilizes the school's computer system, electronic information resources, wireless network, hand held devices and other technology or electronic devices will be instructed in the proper use of the network. All parents must support these policies and assist the school in their enforcement.

The use of the school's technological infrastructure, network 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.

Students and parents must agree to follow these rules in order to use the computers and hand held devices, computer network, wifi and electronic information resources of St. Mary School:

1. Students will not use the technological resources for non-academic purposes. This includes not using the school's internet connections, wireless, hardware and/or software for personal and/or private reasons (this includes the use of personal social email and/or other similar personal internet or cellular accounts).
2. Students will not waste or take supplies such as paper, printer cartridges, etc. that are provided by the school. Students will keep computer work areas clean and will not eat or drink in the computer lab or near any hardware.
3. Students will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. Students understand that they will not be allowed to bring software applications, games, apps, etc., from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
4. Students will not copy, change, read, or use files from another user without prior permission from that user. Students will not attempt to gain unauthorized access to the school's system programs for personal technological equipment unless with expressed permission.
5. Students will not do anything that may disrupt or damage the school's technological infrastructure, computers, hand held devices, or electronic resources. Students will not bring in or allow access to materials or websites that may contain viruses.
6. Students will not use the school's network and electronic resources to disturb or harass other technology users or use inappropriate language in communications. Students will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's network, computers, hand held devices and electronic resources. Students will not harass or bully other individuals. Students will not use the school's network to spread falsehoods or defamatory statements.
7. Students will promptly disclose to my teacher or other school official any messages received or viewed which are seen as inappropriate or which make one feel uncomfortable.
8. Students will not agree to meet anyone that they have met online without parental permission.
9. Students will not use the school's network or electronic resources to engage in any illegal act.

10. Students will honor the school's procedures for the storage of information. Students realize that after prior notice has been given files may be deleted from the network to protect the integrity of the network or because of space limitations.
11. Students will not use bulletin boards, chat rooms, or social networks for personal use when using the School's technological infrastructure, computers or hand held devices.
12. Students will not reveal 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 the school's technological infrastructure, computers, hand held devices and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
13. Students understand that there is no expectation of privacy in the use of school's network or hardware. Students understand that school officials may search and examine student use of school computers, hand held devices, personal devices being used on the school's network, internet and wireless at any time, and without notice.
14. Parents must realize that due to modern technology and despite all appropriate efforts of the school, children may encounter material the school does 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 and for informing a teacher or other responsible adult should this occur.
15. The use of the school's computer and network is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of settings on the school's network, computers or hand held devices 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.

The Pastor of Precious Blood Parish, the Administration of St. Mary School, and the Archdiocese of Hartford, has the right and the authority to amend, waive and/or adjust policies and/or rules if deemed necessary.