



Saint Mary's Elementary School

Parent/Student Handbook

2016-2017

PRINCIPAL'S RIGHT TO AMEND

The administration of St. Mary's Schools reserves the right to amend this Handbook. Notice of amendments will be communicated to parents in writing via our school website, ConnectEd, or email.

Nothing in this handbook is meant to conflict with state law, federal law, or the policies promulgated by the Worcester Diocesan Superintendent.

The major rules and policies are included in, but not limited to, those set forth in this revised edition of the **St. Mary's Elementary School Parent/Student Handbook**. Please remember that students also are expected to abide by the individual rules of each classroom.

We are professionally trained and skilled educators who seek your cooperation in planning a challenging and rewarding year for your children. Home and school provide the foundation for their growth in faith and love for God. We are blessed by their presence in our lives.

(Revised August 2016)

St. Mary's Elementary School
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Mrs. Jane Forestiere	Grade 2
Mrs. Diana Kelly	Grade 3
Mrs. Mary Gardella	Grade 4
Mrs. Christine Stameris	Grade 5
Mrs. Maria O'Coin	Grade 6
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Our Mission

MISSION STATEMENT

St. Mary's Elementary School is committed to creating an atmosphere of academic excellence and justice animated by the gospel and its spirit of love and freedom, to enable the growth in wholeness and holiness of each student in Pre-Kindergarten through Grade 6.

PHILOSOPHY

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

PARENTS' ROLE IN EDUCATION

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

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

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

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

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

Academic Information

ADMISSIONS POLICY

Nondiscrimination Policy

St. Mary's Junior/Senior High School admits students of any race, color, religion, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded to or made available to students in the school. It does not discriminate on the bases of race, color, religion, national or ethnic origin in the administration of its education policies, admission policies, or athletic or other school administered programs.

St. Mary's Elementary School's admission procedure supports the mission of the school in its recruitment practice by encouraging candidates who demonstrate the ability to benefit from its academic environment and to meet the expectations of a Christian community.

Entrance Requirements

Children applying for Kindergarten must be five years old on or before December 31. Children applying for grade 1 must be six years old on or before December 31. All new pupils in grades K through 6 must present birth, baptismal, immunization records, and school records/national tests.

In consideration for admission, we reserve **the right to assess** the readiness of a student's capability to perform the work of a given grade (Kindergarten) by testing and by reviewing previous school records, including subjects taken and evaluation of performance, objective aptitude and achievement test data, observations and recommendations, student profile, and interview results. A sincere parental commitment to support the program and staff is necessary.

All transfer students will be on probation for one quarter. Final determination will be dependent on whether all rules, regulations, and academic requirements are met and parental cooperation is evident. Every reasonable effort will be made to admit students who qualify, who can benefit from the Catholic education offered at St. Mary's Elementary School, and who are willing to internalize the ideals of our Faith.

Withdrawal and Transfer Procedures

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

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

ACADEMIC POLICIES

Homework

Homework supplements classroom work and is a necessary part of every student's schoolwork. Parents should establish a definite routine of study with their children. Homework is the **student's responsibility**. Parents may assist their children, provide support and encouragement, check homework, and express interest in all work the children do.

Students who are experiencing difficulty completing homework in a timely manner should discuss the problem with their teacher. At most, students should be spending no more than one half hour on homework per night.

In addition, homework includes book reports, short and long range projects, experiments, or other types of activities to enhance the children's learning. Homework is checked regularly and recorded. Students are penalized for late, missing, and incomplete assignments and for work not done according to teacher's directives. Homework may have to be done over if it does not meet the expectations of the teachers.

All students in Grades 2 through 6 must keep an assignment book for homework.

If your child is absent and you would like his or her homework, please refer to the absence section of the handbook and follow the procedure.

Honor Roll

Students in Grades 4-6 are named to the Honor Roll when report cards are issued. Grades required to attain honor roll are:

High Honors - 90% cumulative average

Honors - 85% cumulative average

Grades **in all subjects** must be 80% or higher to qualify for Honors or High Honors.

Family Education Rights and Privacy Act (FERPA) – The Buckley Amendment

St. Mary's Schools adheres to the Family Education Rights and Privacy Act – The Buckley Amendment - regarding access to student records and academic confidentiality.

1. Students may not grade the work of other students.
2. Children of teachers may not grade the work of students enrolled at St. Mary's Schools.
3. Graded student work may not be displayed in the halls.
4. A student should never be asked to state his/her grade aloud.
5. Parent volunteers may not grade student work.
6. Parent volunteers should not tutor or work in a remedial capacity with any students.

Field Trips

Properly supervised and planned educational trips are an important part of the instructional program. All class trips are to be educational, not recreational in nature. Permission slips **including** the Parental Consent, Release from Liability and Indemnity Agreement, **must** be signed by parents/guardians for **all** field trips prior to the trip. Supervision is provided by teachers, staff, and parent/guardian volunteers. Only those parents who are selected as chaperones may attend the field trip. The dress code for each trip will be established by the faculty/administration. Field trips are generally considered to be optional. If a parent does not want his/her child to participate, the parent must notify the school **in writing**. Should a parent decide not to allow a child to go on a field trip, the child will comply with state regulations regarding school attendance. The student must come to school in full uniform with academic materials. Written work and supervision will be provided.

Parents/guardians will be notified if the expected time of arrival back at school is later than dismissal time. Children **must** be picked up **promptly**. It is important to remember that **field trips are a privilege and not a right**. Student behavior will be considered before the school permits a student to participate in the field trip.

Library

Each class has a scheduled weekly library period to encourage independent reading and explore other areas of interest. We aim to motivate students to gain self-sufficiency in the use of library facilities. Reference books do not leave the library. Students are allowed to borrow books from the school library on a one-week lending policy. The librarian will charge for books that a student loses or holds beyond the due date. The cost for books that sustain considerable damage will be levied. Students are not allowed to take another book from the library if the first has not been returned.

Religion

Since our school's main reason for existence is Christian formation and the teaching of the Catholic faith, the study of religion is **mandatory**. All students are required to attend religion classes, and any related activities scheduled in either the school or the church.

Textbooks and Workbooks

Students are supplied with the currently published books. Any student who destroys, damages, or loses a book must pay for it. **No new book will be given until payment for the book is received.** School bags must be used at all times, since this is one way to preserve the books. We appreciate your cooperation in this matter. (Any waterproof bag is acceptable). School textbooks must be covered **at all times**. No contact paper is allowed, as the adhesive ruins the cover of the book. Paper bags, Book Sox, or other paper coverings are permitted.

Student Support Services

St. Mary's offers services to students who struggle both academically and behaviorally through the office of Student Support Services. For students who, through their public school system, are eligible for special education services through an IEP (Individualized Education Program), an accommodation plan is developed and carried out with the cooperation of the student, his or her parents, and his or her teachers. Student Support Services also identifies students who may be struggling and in need of extra support. Parents are encouraged to contact Student Support Services if they feel that a child could benefit from an educational assessment or is in need of academic or behavioral intervention. In addition, in the elementary school a resource teacher will work with individual students and groups in the Learning Lab. The Learning Lab is primarily for students who need additional support in areas of reading and math.

STUDENT EVALUATIONS

Report Cards

Report cards are chiefly for the parents to know the progress their student is making.

Report cards are issued quarterly for grades 1-6. Pre-Kindergarten and Kindergarten students receive two (2) Progress Reports with terms ending in January and June.

Progress reports will be sent home halfway through each marking period for all students in grades 1-6. Progress reports must be signed and returned the following day to the Classroom Teacher. Parents are encouraged to contact their child's teacher at any time to discuss a student's progress.

Parent/Teacher Conferences

An initial Parent/Teacher conference is scheduled **for all students** in Grades K-6 in November of each year. Parents receive the student's first quarter report card and have the opportunity to discuss their child's progress. Another Parent/Teacher conference may be scheduled at the end of the third marking period. Throughout the year, parents who have any concerns with their child's progress are encouraged to schedule a meeting with the teacher.

PROMOTION/RETENTION

Students must complete all academic requirements satisfactorily. It is essential that parents complete financial responsibilities in full, prior to closing exercises in June. Homework (written and studied), class work (participation, attention, board and seat-work), written tests, reports, projects, and essays are all added into the final report card grade.

Promotion or retention of students is ultimately the decision of the principal in consultation with the parents/guardians and teachers. The ultimate goal is always to act in the **child's best interest**. It is the school administration's responsibility to assess all factors and determine if this school can provide for the child's needs and which placement would be best.

If excessive absences have seriously impaired a student's academic progress, he/she may be retained. This, once again, underscores the importance of not scheduling vacations during school time.

Arrival, Attendance, Transitions, Dismissal

ARRIVAL AND DISMISSAL

The school day begins at 7:45 a.m. and ends at 2:15 p.m. The building is open for the Before School Program and After School Program from 6:30 a.m. until 5:45 p.m.

Entrance into the Building

All students in grades PreK-6 will enter the main school doors upon arrival to school. Students will then report to the BSP/ASP room in the basement until it is time to report to the classrooms at 7:40.

Students may be **dropped off** in front of the school, but City of Worcester parking regulations prohibit parking in front of the school. Parked cars are subject to ticketing.

When dropping students off, please **pull over to the curb** and have students exit your vehicle on the curb side.

Dismissal is at 2:15 p.m. Any students **not** involved in the after school program or extra-curricular activities are expected to leave the building with the classroom teacher who accompanies them across Ward Street to the church parking lot. **Students will not be permitted to enter cars parked anywhere on Richland Street or on Ward Street. This includes in front of the gym and in the small parking area across from the gym.**

For the safety of your child as well as for the safety of all other students, please **adhere to these regulations** and pick up all students in front of the church in the church parking lot. Exit the parking lot on the highway side of the church, turn right onto Taylor St. and then exit on to Ward St.

BEFORE SCHOOL AND AFTER SCHOOL PROGRAM

St. Mary's School will offer a Before School Program and an After-School Program for Grades PreK-8. **The Before School Program will open at 6:30AM.** A light breakfast will be served at that time.

Any students in grades PreK-8 dropped off prior to 7:15 must attend the Before School Program and will be charged the flat-rate of \$5.00 per day. Faculty members are not required to be in school until 7:40, therefore we have to pay a faculty member for this service. Any students arriving after 7:15 will not be charged for the program, but must proceed to the Before School room until 7:45. The after school program is open to any students in grades PreK-8. **The after-school program will open at 2:15 and close at 5:45PM.** A snack will be provided for students. The flat-rate for the After-School Program is \$10.00 per day (this is more cost-effective than most after-school programs). This program will also be available for students during school vacations, half days and select no school days for \$25.00 per day (all to be paid in advance). We must have a minimum amount of ten students on these extra days in order for the program to open. Please see registration form for more information. Regularly scheduled students will be billed in advance. **No student will be allowed to attend either program without payment. If there are not enough paying students the program cannot continue. This policy and fees are subject to change.**

ATTENDANCE

Regular attendance is absolutely necessary for effective learning. Our school year is 180 days. Pupils should be in school every day, except in case of illness or emergency.

Parents are responsible for the daily and regular attendance of their children. St. Mary's Elementary School will aid in the teaching of your child, but the school cannot do its job if your child is absent. A child who misses a day of school misses a day of learning that might never be replaced. Parents are expected to make school **a top priority** and communicate that priority to their children. By building the habit of daily attendance, you will help your child see that school is important.

Absences

A student who has missed school for several days becomes the rightful concern of teachers and administration. A pattern of absenteeism places any student in academic jeopardy. Teachers will notify (in writing) the parent when a student has accumulated eight (8) absences, and the Principal when a student has accumulated twelve (12) absences by completing an Absentee Record Form.

Students who are frequently absent jeopardize their possibility for promotion. Parents should notify the school office (508-753-1170) **before 9:00 a.m.** if their child/children will be absent. They should give the following information:

- Name of caller
- Student's name and grade
- Reason for absence

If your child is absent and we have not received a phone call, the school office will attempt to call you at home or work to verify the absence.

Children are considered present if they are in school for half the day with a note to excuse them. Children are marked absent if they do not attend school for half the day, or have no note excusing them.

On his/her return to school, the student must present a **note** to the main office. The phone call does not take the place of the written note or excuse. These notes are kept on file for one year.

An excessive number of absences (beyond fifteen school days) will require a consultation between the principal and the parents. Students absent more than twenty (20) school days in one school year may be retained or required to attend summer school.

The school generally recognizes the following causes for excusable absences:

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

A student who fulfills the requirement for an excused absence will be allowed to make up the class work or tests missed during the absence. Credit will be given for assignments made up and handed in on time. If work is not done or handed in by the required time, credit will not be given. This should be done as soon as the student returns to school. While the student is absent, a classmate should be contacted to gather homework, assignments, and class notes, which will be available in the school office for parents/guardians to pick up. (See Make Up Work/Homework When Absent)

Vacations

Ample time is provided in the regular school calendar for family vacations. Taking vacations during instructional time is disruptive and counterproductive for the student. **Families are asked to plan their vacations to coincide with school vacations. In the unavoidable situation that a family vacation cannot be scheduled within these times, a request must be made to the Principal, in writing, at least one week before departure.** The student will be responsible for completing all missed work upon his/her return to school. Teachers are not required to provide materials in advance of vacations, but may do so at their discretion. Parents planning to extend their children's regularly scheduled school vacations are **strongly discouraged** because classroom discussion and interaction often provide the main focus for learning and cannot be replicated through out-of-class make-up assignments.

Make-up work/Homework when absent

Students who are absent are required to make up any work missed. A homework "buddy" system with one of your child's friends should be employed. If a student is out of school for one day, the student should take their homework home the following day. If a student is out for two or more days, the homework buddy needs to inform the absent student's teacher in the morning that they will return to collect the homework at the end of the day. Dismissal is a very busy time for everyone and the teachers need prior notice for anyone to pick up homework at the end of the day. Either a note or the homework buddy may be sent in with the message first thing in the morning so the teacher has time to gather the homework. Do not call the school office for make-up work.

The student is responsible for turning in missed assignments a day after his/her return to school. If a student is absent for an extended period of time, the work missed will be completed at the discretion of the teacher in a timely manner.

If your student is absent for one day, please do not call in for missed homework assignments. He/she can pick up that information when he/she returns to school.

Early Dismissal

For the safety and protection of each child, a parent/guardian must send a **written request** for their child's early dismissal to school the morning of the dismissal which will stay on file. The school administration may release a student only to a parent or authorized person who must come to the school office and sign the child out before a student can be released from class. Children will be called to the front office for dismissal when the parent arrives.

In case of illness during school hours, parents will be notified to come for their child. The dismissal is considered an absence from school if the child is not present in his/her classroom for at least **half the day**. Dismissal of children during the school day will be conducted through the Main Office. Please do not enter the school and go to the classroom to pick up your child. When you arrive at the Main Office, your child will be summoned to meet you.

If, **in an emergency**, you need to alter a dismissal plan, we need that directive from you in writing that day. This procedure speaks to the safety of your child.

Tardiness

Children entering the classroom **after** 8:00 a.m. are considered tardy.

A student who is late must report to the office for a tardy slip before reporting to his/her classroom. It is **not** necessary for parents to escort students into the building even in the event of tardiness. The tardy slip is given to the teacher and kept on file for one year.

Tardiness is recorded on the student's permanent record card; therefore, **it is of utmost importance that all students arrive in school no later than 7:45 a.m.**

Snow Days, Delays, Unexpected Dismissal Due To Weather

Cancellation of school or delays because of inclement weather will be announced on the local radio station. Radio announcements usually begin at 6:00 a.m. St. Mary's will dismiss school because of the weather. Parents have the option to dismiss their child and must use their own discretion. Cancellations, early dismissals, and delays are made in conjunction with the Worcester Public Schools. Connect-Ed text messages and alerts will also be sent by the principal.

Discipline Policy

BEHAVIOR AND PERSONAL RESPONSIBILITY

Discipline is essential to the creation and maintenance of a positive educational environment where all students will be allowed to work to their fullest potential. If it is to be successful, discipline must be based upon and exercised with unconditional Christian love. It demands being caring enough to give a youngster structure, order, and security. Discipline, when applied in a positive fashion, makes it possible for a child to place limits on himself/herself, and experience the freedom of being in control of his/her own behavior. St. Mary's Elementary School employs consistent and fair application of disciplinary measures exercised in a positive fashion and atmosphere. Principal, teachers, and parents have the same high expectations of the student. The child must be free to **choose** his/her behavior, learn that behavior has consequences, and experience those consequences fully.

Students are **expected** to conduct themselves in an appropriate and cooperative manner in all dealings with the principal, teachers, and all school personnel. Any physical or verbal assault, abusive language or threats exhibited by a parent or student and deemed such by the principal and pastor is cause for dismissal from St. Mary's Elementary School.

Parents are expected to support the school and its policies **at all times** so that students realize the importance of school rules and discipline.

CARE OF SCHOOL PROPERTY

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

COMMON COURTESY

Throughout St. Mary's Elementary School, and during all of its activities, the faculty emphasizes the use of common courtesy. Courtesy is to be extended to all faculty, lunch aides, maintenance workers, other adults, visitors, and to the students themselves.

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

Bringing toys, electronic games, radios/iPods, dolls, stuffed animals, cell phones, beepers, etc. to school is **not** permitted unless specifically requested by a faculty member.

Gum chewing is **not** permitted at any time. Snacks are to be eaten only during recess and at lunchtime.

Cell phones and Ipods are **NOT** allowed at St. Mary's Elementary School. Students having cell phones in their possession will be required to turn them over to the Principal's office to be returned at the Principal's discretion.

HONESTY

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

LANGUAGE

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

LUNCH ROOM BEHAVIOR

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

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

LAVATORIES

Students are expected to:

- Keep lavatories clean for the benefit of all;
- Avoid taking materials from the classroom or lunchroom to the lavatory;
- Wash their hands;
- Place and leave paper towels in wastebaskets;
- Turn off water faucets completely;
- Utilize the lavatory with the permission of the classroom teacher or staff member.

PERSONAL PROPERTY

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

PLAYGROUND / RECESS

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

- No rough play is allowed.
- Students line up when moving to and from recess.
- When the bell rings, students line up, quiet down, and listen to directions.
- Students are not permitted to leave the school grounds at any time without permission of a teacher.
- No student is to return to the classroom during the recess period without a teacher's permission.
- No ball playing in the schoolyard other than in designated areas.
- All students must go out for recess unless they have a parent's **written** request to stay in.
- Indoor recess will take place **only** if weather conditions are inclement or as determined by principal.
- No running in the playground area.
- Students should always keep their hands to themselves.

RESPONSIBILITY

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

SCHOOL HALLWAYS AND STAIRWAYS

- Walk quietly. No running.
- Stay to the right with your class and walk single file.
- During morning and afternoon prayer, stop what you are doing and participate.
- Use indoor voices when speaking.
- Respect artwork, papers, and projects displayed without touching or defacing them.
- Use the most direct route from one place to another.

CONSEQUENCES

Any behavior which causes the learning atmosphere to be disrupted or which infringes on the rights of others in the school will not be tolerated and may be subject to corrective measures. Acceptable corrective measures may include, but are not limited to the following:

- Teacher/student conference;
- Deprivation of privileges or preferred activities;
- Time out in the classroom;
- Communication with parent/guardian via note, telephone, or conference;
- Referral to Principal;
- Suspension or Expulsion.

Important Clarifications

DRUGS

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

ALCOHOL AND TOBACCO

A student's possession, sale, use or intoxication with alcohol or use of tobacco (including the use of E-cigarettes) on school grounds at any time or while attending school functions away from St. Mary's Elementary School will result in immediate disciplinary action. Students will be banned from attending any field trips or participating in any extracurricular activities for the remainder of the semester. A second offense will be grounds for immediate expulsion from school.

THREATS/VIOLENT ACTS/ BULLYING BULLYING

St. Mary's Elementary School and St. Mary's Junior/Senior High School BULLYING PREVENTION AND INTERVENTION PLAN

I. Introduction.

St. Mary's Elementary School and St. Mary's Junior/ Senior High School (the "School") acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church, the School must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe and embracing environment. The School's Staff is expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, the School hereby promulgates this Bullying Prevention and Intervention Plan (the "Plan") as required by the Roman Catholic Bishop of Worcester Bullying Prevention Policy (the "RCBW Bullying Prevention Policy").

II. Definitions. For purposes of this Plan, the following definitions shall apply:

"Bullying" is the repeated use by one or more students or by a member of the school staff including, but not limited to: an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional; of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Victim, that:

- causes physical or emotional harm to the Victim or damage to the Victim's property;
- places the Victim in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at the School for the Victim;
- infringes on the rights of the Victim at the School; or
- materially and substantially disrupts the education process or the orderly operation of the School.

By way of example only, Bullying may involve, but is not limited to:

- unwanted teasing
- threatening
- intimidating
- stalking
- Cyber-Stalking
- physical violence
- theft
- sexual, religious, racial or any other type of harassment
- public humiliation
- destruction of School or personal property
- social exclusion, including incitement and/or coercion
- rumor or spreading of falsehoods

For the purpose of this Plan, whenever the term “Bullying” is used it shall include Cyber-Bullying (as defined below).

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnet
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of Bullying.

“Hostile Environment” means a situation in which Bullying causes the School environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student’s education.

“Perpetrator” means a student or a member of the school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional who engages in Bullying or Retaliation.

“Retaliation” means any form of intimidation, reprisal, or harassment directed against a student who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

“School Grounds” means property on which a School building or facility is located or property that is owned, leased or used by a School for a School-sponsored activity, function, program, instruction or training.

“Staff” includes, but is not limited to, educators, administrators, counselors, School nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

“Victim” means a student against whom Bullying or Retaliation has been perpetrated.

III. Leadership.

Leadership at all levels of the School community has played a critical role in developing and implementing this Plan in the context of other School and community efforts to promote a positive School climate. The Plan has been developed in consultation with the pastor, teachers, School Staff, professional support personnel, School volunteers, administrators, community representatives, local law enforcement agencies, students, parents, guardians and any other stakeholders the Principal/Deans or designee deemed advisable. Notice to and a public comment period for families of students currently attending the School was provided before the Plan was adopted by the School. We all have a primary role in teaching students to be civil to one another and promoting understanding of and respect for diversity and difference. The Principal/Deans and designated members of the Staff, working under the oversight of the Pastor, are collectively responsible for setting priorities and for staying up-to-date with current research on ways to prevent and effectively respond to Bullying. It is also the responsibility of the Principal/Deans and such designees to involve representatives from the greater School and local community in developing, implementing and periodically reviewing and updating the Plan. The Plan shall be reviewed and updated at least every two years, in consultation with other stakeholders as set forth above.

- A. Assessing needs and resources. The Plan is intended to be the School's blueprint for enhancing its capacity to prevent and respond to issues of Bullying within the context of other healthy School climate initiatives. As part of the planning process, School leaders, with input from families, the Staff and others mentioned above, have assessed the adequacy of current programs; reviewed current policies and procedures; reviewed available data on Bullying and behavioral incidents; and assessed available resources including curricula, training programs, and behavioral health services. This “mapping” process has assisted the School in identifying resource gaps and the most significant areas of need. Based on these findings, the School has developed policies and procedures; established partnerships with community agencies, including law enforcement; and set priorities.

St. Mary's Elementary School and St. Mary's Junior/Senior High School will do the following to allow for initial and periodic needs assessments: 1) survey students, Staff, parents, and guardians on school climate and school safety issues; and 2) collect and analyze building-specific data on the prevalence and characteristics of bullying. Surveys will be conducted during the first marking period and will be collected and analyzed by the Faculty Council. Further, the Faculty Council will review and analyze allegations of bullying for behavioral patterns and areas of concern. St. Mary's Elementary School and St. Mary's Junior/Senior High School intend to use this information to inform decision-making for prevention strategies including, but not limited to, adult supervision, professional development, age-appropriate curricula, and in-school support services.

- B. Planning and oversight. All members of the St. Mary's Elementary and Junior/Senior High Schools are responsible for assuring bullying does not occur for any members of our school community. We recognize it is our charge to provide for the safety and well-being of all members. Our building Principal/Deans or designee are designated as the reporting agent to receive reports of Bullying and bully-type behavior at their given school.

The role of the building Principal/Deans or other designee:

- 1) Receive reports on bullying;
- 2) Collect and analyze building data on bullying to assess the present problem and to measure improved outcomes;
- 3) Create a process for recording and tracking incident reports, and for accessing information related to victim and perpetrator;
- 4) Plan for the ongoing professional development as needed;
- 5) Plan supports that respond to the needs of victims and perpetrators;
- 6) Develop and revise current policies and protocols under the Plan, including an Internet safety policy, and designate key staff to be in charge of implementation of them;
- 7) Amend student and staff handbooks and codes of conduct to, among other things, make clear that bullying of students by school staff or other students will not be tolerated;
- 8) Lead the parent or family engagement efforts and draft parent information materials; and
- 9) Review and update the Plan every two years or as needed.

- C. Priorities. St. Mary's Elementary School and Junior/ Senior High School priority statement for communicating *its vision in creating and implementing its bullying prevention and intervention strategies are as follows:*

- The School expects that all members of the School community will treat each other in a civil manner and with respect for differences.
- The School is committed to providing all students with a safe learning environment that is free from Bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of Bullying and other harmful and disruptive behavior that can impede the learning process.
- The School will take specific steps to create a safe, supportive environment for vulnerable populations in the School community, and provide all students with the skills, knowledge, and strategies to prevent or respond to Bullying.
- We will not tolerate any unlawful or disruptive behavior, including any form of Bullying or Retaliation, in our School, on School Grounds, or in School-related activities.
- We will investigate promptly all reports and complaints of Bullying and Retaliation and take prompt action to end that behavior and restore the Victim's sense of safety.
- We will support this commitment in all aspects of our School community, including curricula, instructional programs, Staff development, extracurricular activities, and parent or guardian involvement.

This Plan is a comprehensive approach to addressing Bullying, and the School is committed to working with students, Staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of Bullying and Retaliation. The Principal/Deans or designee, working under the oversight of the Pastor, is responsible for the implementation and oversight of the Plan.

The Plan recognizes that certain students may be more vulnerable to becoming a Victim of Bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics. In addition to the measures mentioned above and below, the School shall take the following, specific steps to support vulnerable students and to provide all students with the skills, knowledge and strategies needed to prevent or respond to bullying or harassment:

- Review of handbook policies and procedures regarding Bullying with all students and faculty
- In-school presentation by local law enforcement and/or legal officials of age-appropriate prevention and response measures
- Provide counseling services as needed

Nothing in this Plan alters the School's obligations to remediate any discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts or federal law.

IV. Prohibition Against Bullying and Retaliation.

Bullying is prohibited:

- On School Grounds owned, leased or used by a School;
- On property immediately adjacent to School Grounds;
- At any School-sponsored or School-related activity, function or program whether on or off School Grounds;
- At a School bus stop;
- On a School bus or any other vehicle owned, leased or used by the School; or,
- Through the use of technology or an electronic device owned, leased or used by the School;

Bullying is also prohibited at a location, activity, function or program that is not School-related or through the use of technology or an electronic device that is not owned, leased or used by the School if the act or acts in question:

- create a Hostile Environment at School for the Victim;
- infringe on the rights of the Victim at School; or
- materially and substantially disrupt the education process or the orderly operation of the School.

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

V. Training and Professional Development.

- Annual Staff Training on the Plan.** As required by M.G.L. c. 71, sec. 37O(e)(2), annual training on the Plan shall be provided for all School Staff; and, in the discretion of the Principal/Deans or designee, for volunteers who have significant contact with students. Such training will include Staff duties under the Plan, an overview of the steps that the Principal/Deans or his or her designee will follow upon receipt of a report of Bullying or Retaliation, and an overview of any Bullying prevention curricula to be offered at the School. Staff members hired after the start of the School year are required to participate in School-based training during the School year in which they are hired, unless they can demonstrate participation in an acceptable and comparable program within the immediately preceding two years.
- Written Notice to Staff.** Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(2), at the beginning of each school year the Principal/Deans or his or her designee shall provide written notice to the School Staff of the RCBW Policy and the Plan. Relevant sections of the RCBW Policy and the Plan relating to the duties of School Staff shall be included in the School employee handbook.
- Attendance at Professional Development.** School faculty, staff, and administrators will attend professional development sessions on subtopics of Bullying as provided by the Diocese or as needed within the School community.

VI. Access to Resources and Services.

- Identifying resources.** The School will provide information regarding counseling and other services for Victims, Perpetrators, and their families. The School will also explore options for new curricula as needed, and will establish and train key safety planning teams. The School will also identify other agencies that can provide services.
- Counseling and other services.** The School will provide behavioral interventions for students exhibiting Bullying behaviors, for Victims, and for Perpetrators. This may include, but is not limited to, behavioral intervention plans, social skills groups, and individually focused curricula. The School will also provide information regarding counseling services.

- C. **Students with disabilities.** The School will meet with the individual student and his or her parents or guardians to discuss reasonable accommodations toward developing the student’s skills and proficiencies to both avoid and respond to bullying. The School may provide skills development in many ways, including but not limited to: role playing and mediation with other students. The School may also assign a student with a disability to a faculty mentor for conflict resolution. In certain scenarios, the School may meet with other students affected by the behaviors of an individual student for peer and/or class mediation.
- D. **Referral to outside services.** If the Victim, Perpetrator, or family of either party requires counseling beyond the scope of the School, the Principal/Deans or designee will refer the student or his or her family to an appropriate outside service. The referral will be completed through local law enforcement or through Catholic Charities as needed.

VII. Policies and Procedures for Reporting and Responding to Bullying and Retaliation.

To support efforts to respond promptly and effectively to Bullying and Retaliation, St. Mary’s Elementary School and St. Mary’s Junior/Senior High School has put in place policies and procedures for receiving and responding to reports of Bullying or Retaliation. These policies and procedures will ensure that members of the School community – students, parents/guardians, and Staff – know what will happen when incidents of Bullying occur. The St. Mary’s Elementary School and St. Mary’s Junior/Senior High School Plan details procedures for Staff reporting of incidents, processes for communicating to students and families how reports can be made (including anonymous reports), and procedures to be followed by the Principal/Deans or designee once a report is made.

- A. **Reporting Bullying or Retaliation.** Reports of Bullying or Retaliation may be made by Staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a Staff member shall be recorded in writing. A School Staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, is required to report immediately to the Principal/Deans or designee any instance of Bullying or Retaliation that the Staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not School Staff members, may be made anonymously. The School will make a variety of reporting resources available to the School community including, but not limited to, an Incident Reporting Form (a copy of which is attached to this Plan as **Exhibit A**), a voicemail box, a dedicated mailing address, and an email address. Use of an Incident Reporting Form is not required as a condition of making a report.

The School will: 1) include a copy of the Incident Reporting Form in the school handbook for students and parents or guardians, and advise them that such is available on the School web site; 2) make it available in the School’s main office; 3) post it on the School’s website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

At the beginning of each school year, ***St. Mary’s Elementary School and St. Mary’s Junior/Senior High School*** will provide the School community, including administrators, Staff, students, and parents or guardians, with written notice of its policies and procedures for reporting acts of Bullying and Retaliation.

Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(1): Annual written notice of the relevant student-related sections of the Plan shall be included in the school handbook provided to students and their parents or guardians, in age-appropriate terms and in languages which are most prevalent among the students, parents or guardians.

Pursuant to Mass. Gen. Laws Chapter 71, Sec. 37O(e)(3): The Plan shall be posted on the school’s website.

A description of the reporting procedures and resources, including the name and contact information of the Principal/Deans or designee, to the extent, if at all, not set forth in this Plan, will be incorporated in student and Staff handbooks, on the School website, and in other information about the Plan that is made available to parents and guardians.

1. Reporting by Staff

A Staff member, including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, shall report immediately to the Principal/Deans or designee when he/she witnesses or becomes aware of conduct that may be Bullying or Retaliation. The requirement to report to the Principal/Deans or designee does not limit the authority of the Staff member to respond to behavioral or disciplinary incidents consistent with School policies and procedures for behavioral management and discipline.

2. Reporting by Students, Parents or Guardians, and Others

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

B. Responding to a report of Bullying or Retaliation.

1. Safety

Before fully investigating the allegations of Bullying or Retaliation, the Principal/Deans or designee will take steps to assess the need to restore a sense of safety to the alleged Victim and/or to protect the alleged Victim from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the Victim and/or the alleged Perpetrator in the classroom, at lunch, or on the bus; identifying a Staff member who will act as a “safe person” for the Victim; and altering the Perpetrator’s schedule and access to the Victim. The Principal/Deans or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Principal/Deans or designee will implement appropriate strategies for protecting from Bullying or Retaliation a student who has reported Bullying or Retaliation, a student who has witnessed Bullying or Retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of Bullying or Retaliation. In such matters, the school will follow established student safety planning policies and procedures as designated in the student handbook.

2. Obligations to Notify Others

- a. Notice to parents or guardians. Upon determining that Bullying or Retaliation has occurred, the Principal/Deans or designee will promptly notify the parents or guardians of the Victim and the Perpetrator of this, and of the procedures for responding to it. There may be circumstances in which the Principal/Deans or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00 and with the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school.
- b. Notice to Another School. If the reported incident involves students from more than one School district, charter School, non-public School, approved private special education day or residential School, or collaborative School, the Principal/Deans or designee of the school first informed of the incident will promptly notify by telephone the Principal/Deans or designee of the other School(s) of the incident so that each School may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.
- c. Notice to Law Enforcement. At any point after receiving a report of Bullying or Retaliation, including after an investigation, if the Principal/Deans or designee has a reasonable basis to believe that criminal charges may be pursued against the Perpetrator, the Principal/Deans or designee will notify the local law enforcement agency. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on School grounds and involves a former student under the age of 21 who is no longer enrolled in School, the Principal/Deans or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the Perpetrator.

In making this determination, the Principal/Deans or designee will, consistent with the Plan and with applicable School policies and procedures, consult with the School resource officer, if any, and other individuals the Principal/Deans or designee deems appropriate (including, but not limited to, the Superintendent of Diocesan Schools, and if the Superintendent deems advisable, legal counsel for the Diocese).

- C. Investigation. The Principal/Deans or designee will investigate promptly all reports of Bullying or Retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the Principal/Deans or designee will, among other things, interview students, Staff, witnesses, parents or guardians, and others as necessary. The Principal/Deans or designee (or whoever is conducting the investigation) will remind the alleged Perpetrator, Victim, and witnesses that Retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Principal/Deans or designee, other Staff members as determined by the Principal/Deans or designee, and in consultation with the School counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the Principal/Deans or designee will maintain confidentiality during the investigative process. The Principal/Deans or designee will maintain a written record of the investigation.

1. School Policy. Procedures for investigating reports of Bullying and Retaliation will be consistent with School policies and procedures for investigations. Students are encouraged to report incidents of Bullying to the Principal/Deans or designee. The Principal/Deans or designee will evaluate it and determine the course of action. If the Perpetrator is an adult, the incident should be reported immediately to the Principal.

On the first complaint the Principal/Deans or designee will assist the Victim in communicating with the Perpetrator, in writing or verbally, a description of the Bullying behaviors, how the behavior made the Victim feel, noting any consequences to school performance, and a request to stop the Bullying. The Principal/Deans or designee must inform the Perpetrator of the disciplinary consequences should the behavior not cease or if any Retaliation follows the communication.

If and when the Victim brings a second complaint, a more formal investigation must be carried out. A formal investigation may result from a more serious first complaint. This formal investigation includes the interviewing of witnesses or bystanders. If it is determined by the Principal/Deans or designee that disciplinary action is warranted, it will be administered.

The range of disciplinary procedures includes, but is not limited to: participation in individual curricula on the problem of Bullying in our culture and in the School, detention, research of academic work on the topic of Bullying, apology to the Victim (verbal and/or written), further counseling, conference with parents, suspension, and possible expulsion. Persons who make false allegations of Bullying which are found to be frivolous or harassing in intent may also be subject to disciplinary action. If at any time during the process of investigation a member of the Staff is made aware of behavior which may constitute a criminal offense, he/she is obliged by law to report such actions to the legal authorities. If necessary, the Principal/Deans or designee will consult with Superintendent of Diocesan Schools, and, if the Superintendent deems it advisable, legal counsel for the Diocese, about the investigation.

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

The Principal/Deans or designee will promptly notify the parents or guardians of the Victim and the Perpetrator about the results of the investigation and, if Bullying or Retaliation is found, what action is being taken to prevent further acts of Bullying or Retaliation. All notice to parents must comply with applicable Massachusetts and federal privacy laws and regulations, including the Massachusetts Student Records Regulations, 603 CMR 23.00, and the Federal Family Educational Rights and Privacy Act Regulations, 34 CFR Part 99, as set forth in 603 CMR 49.07, to the extent applicable to a Catholic, non-public school. Because of the legal requirements regarding the confidentiality of student records, the Principal or designee cannot report specific information to the Victim's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the Victim must be aware of in order to report violations.

E. Responses to Bullying.

1. Teaching Appropriate Behavior Through Skills-building

Upon the Principal/Deans or designee determining that Bullying or Retaliation has occurred, the law requires that the School use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Mass. Gen. Laws. Ch. 71, Section 37O (d)(v). Skill-building approaches that the Principal/ Deans or designee may consider include:

- offering individualized skill-building sessions based on the School's anti-Bullying curricula;
- providing relevant educational activities for individual students or groups of students, in consultation with guidance counselors and other appropriate School personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-Bullying curricula and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

2. Taking Disciplinary Action

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

Disciplinary procedures for students with disabilities may be governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in conjunction with Massachusetts laws regarding student discipline, to the extent either is applicable to a Catholic, non-public school.

If the Principal/Deans or designee determines that a student knowingly made a false allegation of Bullying or Retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Victim and Others

The Principal/Deans or designee will consider what adjustments, if any, are needed in the School environment to enhance the Victim's sense of safety and that of others as well. One strategy that the Principal or designee may use is to increase adult supervision at transition times and in locations where Bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal or designee will contact the Victim to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Principal or designee will work with appropriate School Staff to implement them immediately.

VIII. Collaboration with Families.

- A. Parent education and resources. The School will offer educational programs for parents and guardians that are focused on the parental components of the anti-Bullying curricula and any social competency curricula used by the School. The programs will be offered in collaboration with the Home and School Association and School Advisory Boards or similar organizations.
- B. Notification requirements. The School will send parents/guardians written notice each year about the student-related sections of the Plan and the School's Internet safety policy. All notices and information made available to parents or guardians will be in hard copy or in electronic format on the school web site, provided notice of such availability on the web site is given by hard copy, and will be available in the language(s) most prevalent among parents or guardians.

The School will post the Plan and related information on its website as mandated by Mass. Gen. Laws Chapter 71, Sec. 37O(e)(3).

IX. Relationship to Other Laws.

Consistent with Massachusetts and federal laws, and the policies of the School, nothing in the Plan prevents the School from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, Massachusetts, or federal law, or School policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the School to take disciplinary action or other action in accordance with the School's contract with the parents, guardians and students and/or under applicable law or the School's policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior, subject to Mass. Gen. Laws Chapter 71, Section 37O (d)(v)'s provision that such disciplinary actions shall balance the need for accountability with the need to teach appropriate behavior.

In no event should the Plan be construed in any way so as to limit or modify the obligation of mandated reporters to timely make required so-called 51A Reports where required by M.G.L. Chapter 119, Section 51A et seq. as same may be amended from time to time or any successor statute to same.

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Dress Code

SCHOOL UNIFORM

When in uniform, students are visible representatives of St. Mary's Elementary School. Uniforms eliminate fashion as a potential source of competition among students, and therefore aid in keeping the focus of their attention on their studies. The length of the uniform jumper should be no shorter than 2" above the center of the knee.

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

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

On days that the children do not have gym, they must be dressed in appropriate school uniform. All regular school uniforms and gym uniforms are purchased from Allen's:

Allen's Uniforms (508) 853-1993
452 West Boylston Street
Worcester, MA 01606

Allen's Uniforms (978) 534-3111
26 Main Street
Leominster, MA 01453

Order online at: www.allensuniforms.com

There are also some previously owned and well-kept school uniform articles available for purchase in the school.

The following is a list of acceptable daily school uniform items:

Boys

Fall/Spring Session Options

- Allen's white short-sleeved polo shirts with St. Mary's Worcester logo. Shirts must be tucked in at all times, not rolled under. Polo shirts may only be worn with navy or grey uniform shorts. Polo shirts may only be worn during Fall/Spring Session.
- Allen's uniform (or similar style) navy or grey shorts only. Shorts must be worn with a black belt. Shorts may only be worn during Fall/Spring Session.
- Allen's (or similar style) long or short sleeved oxford shirts. Powder blue or white only. Shirts must be tucked in at all times, not rolled under. Undershirts must be plain white. Oxford shirts may only be worn with navy or grey pants.
- Allen's uniform (or similar style) navy or grey pants only. Pants must be worn at the waist with a black belt. Pants may not be baggy, oversized or worn low on the hips.

Winter Session

- Allen's uniform (or similar style) navy or grey pants only. Pants must be worn at the waist with a black belt. Pants may not be baggy, oversized or worn low on the hips.
- Allen's (or similar style) long or short sleeved oxford shirts. Powder blue or white only. Shirts must be tucked in at all times, not rolled under. Undershirts must be plain white.
- Allen's V-neck grey pullover sweaters with St. Mary's Worcester logo. Sweaters must be worn from November 1st to April 1st (Winter Session)
- **Grades 1-6:** Red or grey necktie must be worn with the oxford shirt during winter session. No ties are required for Pre-K or Kindergarten.

Daily Essentials

- Visible white or navy socks must be worn under footwear at all times.
- Dress shoes or clean sneakers are allowed. No sandals, slippers, boots, or moccasins are allowed.

Girls

Fall/Spring Session Options

- Allen's white short-sleeved polo shirts with St. Mary's Worcester logo. Shirts must be tucked in at all times, not rolled under. Polo shirts may only be worn with navy skort. Polo shirts/skorts may only be worn during Fall/Spring session.
- Allen's uniform navy skort. Skorts must be no higher than 2 inches above the knee.
- Allen's (or similar style) long or short sleeved oxford shirts with rounded collar. White only. Shirts must be tucked in at all times, not rolled under. Undershirts must be plain white.
- Allen's uniform plaid jumper. Jumper must be worn with a white long or short sleeved oxford shirt with rounded collar.

Winter Session Options

- Allen's uniform (or similar style) navy pants only. Pants must be worn at the waist with a black belt. Pants may not be baggy, oversized or worn low on the hips.
- Allen's (or similar style) long or short sleeved oxford shirts with rounded collar. White only. Shirts must be tucked in at all times, not rolled under. Undershirts must be plain white.
- Allen's uniform plaid jumper. Jumper must be worn with a white long or short sleeved oxford shirt with rounded collar.
- Allen's red cardigan or V-neck sweaters with St. Mary's Worcester logo.

Daily Essentials

- Nylons or solid color tights or knee-highs in white, navy, or red only. Full-length stockings, knee-high socks, or visible ankle socks must be worn at all times with skorts/jumpers. No print stockings or socks.
- Flats, dress shoes, or clean sneakers are allowed. No sandals, slippers, boots, or moccasins are allowed.

Physical Education Uniform

On PE days, students wear their PE uniform to school. The school gym uniform may be purchased at Allen's Uniforms.

1. Sweatshirt: Gray screened with school logo
2. Sweatpants: Gray screened with school logo
3. Shorts: Gray knit screened with school logo / Red mesh screened with logo
4. Tee Shirt: Gray screened with school logo
5. Athletic sneakers and white socks.

****During winter weather, students may wear snow boots to school but must bring a change of shoes to wear during the school day.****

PLEASE BE SURE TO WRITE YOUR CHILD'S NAME IN ALL UNIFORM / GYM CLOTHING YOUR CHILD WEARS TO SCHOOL. This helps us to return lost articles of clothing, especially during the warmer weather when sweatshirts are forgotten in school.

GENERAL APPEARANCE

Hair

Extreme hairstyles are **not permitted** for boys or girls. Hair **may not** be dyed, bleached, or altered from its natural color in any way. At all times, hair for boys and girls must be neat, clean and appropriately styled. Hair for boys and girls should not be in the student's face. Boys' hair shall be cut above the shirt collar. The school maintains the right to deem what is, and what is not appropriate. Only school regulation (uniform plaid, red, black or white) headbands and ponytail holders are allowed. Hats or bandanas are not to be worn in school at any time.

Jewelry

Jewelry is not part of the daily uniform code. It is acceptable to wear a watch, one ring, and small, post earrings. No hoop or dangling earrings will be allowed for safety reasons.

No earrings of any kind may be worn by boys.

Body piercings, with the exception of small post earrings, are **not** allowed. This rule applies to both girls and boys.

Bracelets of any kind, shape, or texture are **not** to be worn in school, this includes rubber band bracelets. Medical bracelets are an exception to this rule.

Makeup, (including nail polish and artificial nails), is **not** allowed.

DISCIPLINARY ACTION FOR VIOLATION OF DRESS CODE

Students with correctable infractions will be required to fix the violation before being allowed to join the other students. If administration determines an infraction to be too severe, the student will be required to sit out of activities and wait for suitable clothing to be made available. Only those students without dress code violations will be eligible to participate in out-of-uniform days.

DRESS CODE - OUT OF UNIFORM DAYS

The administration may designate days or events that allow students to attend school or a school function out of uniform. On those days the following guidelines will be followed:

- Shoes must still have covered toes and a back to cover the heel.
- No slogans for alcohol, tobacco or any other print which would not be appropriate in a Christian environment should be visible at any time.
- No low cut shirts
- No short skirts or shorts
- No sleeveless tops
- No visible midriffs
- Clothing must not be excessively tight
- Clothing must be in good condition (Not ripped or torn)
- No pajama pants, yoga-style pants, leggings, or sweatpants
- The handbook rules for hats and jewelry will be enforced

General Information

BUS TRANSPORTATION

Students in Kindergarten through Grade 6 who live two (2) or more miles from the school and are residing in Worcester may ride a bus provided by the Worcester Public Schools program. An application must be filled out and brought to the Main Office where it will be submitted to the transportation department of the Worcester Public School system.

COMMUNICATION

Communication between parents and school is recognized by the faculty as very important to ensuring a smooth and congenial operation of the school. The system employed by St. Mary's Elementary School is a weekly folder system. The purpose of the system is to provide parents:

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

The system utilizes a folder which is sent home with your student each Thursday. Teachers may also send notes home and phone parents/guardians with concerns. Parents may call the school office to leave messages for the teachers or set appointments. Teachers **do not** accept phone calls from parents during the school day, nor do they meet without appointments. The principal will return phone calls as soon as possible and meet with parents/guardians at arranged times.

ConnectEd

Good communication between school and home is essential to a student's success. Parents are encouraged to communicate with teachers at any time via email, telephone, or through scheduled meetings. Additionally, the school will utilize ConnectEd. With ConnectEd, we will be able to deliver important school information to you quickly and reliably, via phone, email, and text messages. You will be receiving these messages periodically to notify you about important events, such as parent teacher conferences, HSA meetings, fundraisers, and school reminders. ConnectEd also supports our ability to reach you immediately in the event of an emergency at school.

EMERGENCY FORMS

Completed Emergency Forms must be handed in during the **first full week of school**. These forms are necessary in order to contact the parent/guardian in case of illness or accident. We also need updated telephone numbers of responsible adults who can be reached during the day when parents/guardians are unable to pick the children up in case of an emergency. Please fill out the Emergency Form giving all necessary information, and **inform the office of any changes immediately**.

EMERGENCY RESPONSE PROCEDURES

Student safety is our priority. Each teacher is provided with a copy of the *St. Mary's Schools Emergency Plan* manual. The manual outlines the steps to be followed and the role of teachers in the event of an emergency. This manual is to be kept visible in the classroom for easy reference in cases of emergency. Teachers are expected to be thoroughly familiar with the procedures to be followed. Parents will receive instruction for picking up their children.

Fire Drills/Safety Drills

Instructions for fire drills and all safety/emergency drills are posted in all classrooms and are accessible to both students and teachers. All students and personnel should leave the building immediately in single file, following the directions for the area in which they are located. Silence is to be observed during the entire drill.

HOME AND SCHOOL ASSOCIATION (HSA)

The Home and School Association (formerly called Parent Council) is responsible for many of the wonderful activities throughout the school. They are actively soliciting membership. To keep this organization vibrant, we need new parents to step forward and offer their time and support. The Home and School Association meets once each month during the school year on Wednesdays at 6:00PM in our school faculty room. Each classroom will have designated Room Parents that will be responsible for coordination of class parties and events, as well as volunteer opportunities, in conjunction with the HSA and the classroom teacher.

IMAGE USE INFORMATION

St. Mary's Elementary School may, from time to time, use a student's image for educational or advertising purposes. Further information on the use of this information by the school can be found on page 37 of this handbook.

Parents may not, at any time, photograph students other than their child and publish those images on a personal website or on social media. The publication of these images violates students' rights, and violators of this policy may be subject to legal action.

PERMANENT RECORDS

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

STUDENT INFORMATION CHANGES

It is the **responsibility of parents** to submit any change of address, telephone numbers or family name to the office **as soon as the change occurs**. These changes should be submitted to the school office **in writing**. This includes changes of work numbers and emergency contacts.

Non-Custodial Parents

St. Mary's Elementary School abides by the provisions of Massachusetts General Laws Ch. 71, Sec. 34H with respect to the rights of non-custodial parents.

In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-oriented information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a court certified copy of the court order.

Parental Status Change

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

TELEPHONE CALLS

Students may not receive calls or have messages left for them **except in cases of emergency**. Last minute calls at dismissal, either incoming or outgoing, present many problems since this is the busiest time of the day. For this reason, please limit requests for messages to be delivered or phone calls to be made to real emergency situations.

Students may **not** make phone calls for forgotten items such as homework, gym clothes, lunch, etc. Students should be practicing their responsibility to check their backpacks for all necessary articles **before** leaving for school.

TUITION

Financial Policies for St. Mary's Schools **2016-2017 School Year**

This document should be read and retained along with other school information. The provisions contained herein are an essential part of each parent's contract with St. Mary's Schools.

Students registering in St. Mary's Schools must have met their tuition obligation from the Diocesan Catholic School they are transferring from for the school year 2015-2016. This also includes students who are currently enrolled in a Diocesan School for the 2014-2015 school year. Students may not attend classes the first day of school and subsequent days until all outstanding balances have been resolved.

In addition to the tuition rate that is set by the school, all students registering at St. Mary's Schools will be assessed a \$100.00 non-refundable registration/processing fee. All international students will be assessed a \$3,000.00 non-refundable International Student Fee. This fee will cover administrative costs as well as enrollment in FACTS tuition program.

The non-refundable registration/processing fee will automatically be paid to our school office via FACTS in January. Once you have signed up for your FACTS Management tuition payment agreement, the school office will enter the tuition rate and finalize your agreement. Once your agreement has been finalized by the school office, you will receive a confirmation notice from FACTS Management regarding your tuition balance, payment date and payment amount according to the plan you have chosen. Please keep in mind that any applicable scholarships or financial aid credits will be applied after your FACTS Management tuition payment plan agreement has been finalized and will not be reflected in your confirmation letter.

All students registering in St. Mary's Schools are required to complete and set up a tuition payment plan agreement with FACTS Management Company. Tuition Payment Plans through FACTS Management Company are automatic bank payments from your bank/credit union through a checking or statement savings account. FACTS Management Company also offers a MasterCard, Discover or American Express credit card option for tuition payments. Please note, there is a convenience fee charged by the credit card companies if you choose that method of payment. This additional fee will be added to your total tuition agreement amount. VISA is not accepted at this time.

The following tuition payment plan options are available:

- One (1) payment can be made either on the 5th or the 20th of the month of June 2016 covering the full tuition for the school year
- Two (2) payments can be made either on the 5th or the 20th of the months of June 2016 and February 2017
- Four (4) payments can be made either on the 5th or the 20th of the months of June 2016, November 2016, January 2017 and April 2017
- Eleven (11) monthly payments can be made either on the 5th or the 20th of the month and are due beginning June 2016 and ending April 2017
- Other arrangements may be made with the school office.

All FACTS tuition payment agreements will conclude as of April 20, 2017 for the 2016-2017 school year as contracted (unless other arrangements are approved through the school office). There will be no automatic tuition payment withdrawals through FACTS Management after April 20, 2016, regardless of any automated correspondence you may receive from FACTS. All FACTS tuition payment agreements with outstanding balances as of April 21, 2016 will be automatically terminated and the outstanding tuition balance will be due the school. This would be in effect regardless of any automated correspondence you may receive from FACTS. Students with outstanding balances as of April 26, 2017, may not attend classes, and will not be allowed to take final exams, participate in school activities, sports or functions until this issue has been resolved. This policy will only be adjusted by administration.

Once you have signed up for your FACTS Management tuition payment agreement, the school office will enter the tuition rate, the \$100.00 non-refundable registration/processing fee, and, if applicable, the \$3,000.00 International Student fee and finalize your agreement. Once your agreement has been finalized by the school office, you will receive a confirmation notice from FACTS Management regarding your tuition balance, payment date, and payment amount according to the plan you have chosen. Please keep in mind that any applicable scholarships or financial aid credits will be applied after your FACTS Management tuition payment plan agreement has been finalized and will not be reflected in your confirmation letter.

Within ten (10) calendar days from the date of your confirmation letter, there will be a deduction of \$100.00 for the non-refundable registration/processing fee and, if applicable, the \$3,000.00 International Student Fee from the account you provided to FACTS Management. Neither of these non-refundable fees is included in the tuition amount that is set by the school. If the \$100.00 non-refundable registration/processing fee or the \$3,000.00 International Student Fee fails, your tuition payment plan agreement with FACTS Management will be automatically terminated, and the student will not be registered. If your agreement is terminated, you will be notified by FACTS Management and the non-refundable registration/processing fee will now be \$150.00 to complete and submit a new FACTS tuition payment agreement to register the student.

Please note: The above payment dates will automatically be adjusted if you register your child after June 1, 2016. All tuition payment plans will end April 20, 2017 as contracted with the final tuition payment withdrawal by FACTS Management on this date. Any student's tuition account in arrears after this date will not be eligible to receive awards from any Diocesan financial aid or scholarship program as well as any in house scholarship programs through the school in the subsequent school year 2017-2018.

In no event will a student be allowed to attend classes until they are successfully registered, by completion and payment of the registration/processing fee, and have a tuition payment plan agreement with FACTS Management that has been set up, is active, and is current. The school office reserves the right to request payment by money order or certified check when payment is being made on a delinquent, unresolved or inactive tuition account.

Please note: The above payment dates will automatically be adjusted if you register your child after June 1, 2016. All tuition payment plans will end April 20, 2017 as contracted with the final tuition payment withdrawal by FACTS Management on this date. Any student's tuition account in arrears after this date will not be eligible to receive awards from any Diocesan financial aid program as well as any in house scholarship programs through the school in the subsequent year.

In no event will a student be allowed to attend classes until a tuition payment plan agreement with FACTS Management has been set up, is active and is current. The school office reserves the right to request payment by money order or certified check when payment is being made on a delinquent, unresolved or inactive tuition account.

Payment Policies:

- Payment must be made using one of the tuition payment options offered by FACTS Management.
- Any requests for changes to your FACTS agreement or payments made to FACTS Management or at school office must be made five (5) business days prior to the FACTS Tuition Management payment date in order for correct processing to take place.
- FACTS Management or the school office are not obligated nor required to defer any FACTS tuition payments scheduled per your request.
- The school office reserves the right to request payment by money order or certified check when payment is being made on any delinquent, unresolved or inactive tuition account.
- Failure to make payments when due may result in the denial of a student's admittance to classes, exams and extra-curricular activities. Tuition accounts for all students must be current at the end of each academic quarter.
- A \$25.00 charge will be imposed for any check that is not honored by the bank/credit union on which it is drawn. This is in addition to any charges that are imposed by your bank/credit union and a \$30.00 missed payment fee by FACTS Management Company. For unresolved, inactive or delinquent tuition balances, or after two (2) checks have not been honored by a bank/credit union, only a money order or a certified check will be accepted for payment. Returned checks are not re-deposited.
- Students who register after the beginning of the school year will be charged tuition according to the number of months attended. Any part of a month will be counted as a full month of attendance when determining the amount of tuition to be charged.

Delinquent Tuition Policies:

Tuition accounts must be current and active at all times. Failure to make payments when due may result in the student not being admitted to classes, take mid-term or final exams, and/or participation in extra-curricular activities. St. Mary's Schools reserve the right to request payment by money order or certified check when payment is being made on any delinquent, unresolved or inactive tuition account.

Withdrawal/Transfer and Refund Policy:

Please note the following:

- The school office must be notified in writing by the school of the student's withdrawal/transfer. This written notification must be received at the school office five (5) business days prior to the scheduled date of your FACTS tuition payment plan agreement for withdrawal of funds from your account in order to stop payment.
- Refunds, if applicable, will be issued one (1) month after the date of withdrawal/transfer (as stated on the withdrawal/transfer notice from the school).
- Registration/processing fee payments as well as the \$3,000.00 International Student Fee are non-refundable.
- Students who withdraw/transfer between June 1, 2016 and August 28, 2016 will be charged one (1) month of the total school year's tuition (based on eleven (11) months).
- Students who withdraw/transfer between August 26, 2016 and October 30, 2016 will be charged one quarter of the total school year's tuition (based on four (4) quarters).
- Payment quarters end on the last day of October, January, March and the last day of school. Any part of a quarter that a student is in attendance will be counted as a full quarter of attendance when determining the amount of tuition to be charged.

Diocesan Catholic Schools System Tuition Assistance Fund - This fund is used to allocate financial assistance to income eligible families based on the assessment of financial need from FACTS Grant & Aid and the availability of funding provided. Students in grades K-12 are eligible for these limited grants.

Please note the following:

- Financial aid is contingent upon successful completion of the registration/processing fee payment, the tuition payment plan agreement with FACTS Management, and the financial aid application through FACTS Grant & Aid Assessment, prior to the financial aid deadline of Monday, April 4, 2016.
- International and pre-kindergarten students are not eligible to apply for or receive financial awards from any Diocesan or in house school scholarship programs.
- In February, the link for families to complete and submit a FACTS Grant & Aid Assessment application for financial aid will go live. Please follow the instructions that were included in your child's acceptance packet from the school.
- The deadline for FACTS Grant & Aid Assessments is usually in early April. Parents should watch for more information.

In-House Scholarships and Aid - Various adjustments and tuition reductions were made to students in the past school year; however such tuition reductions will not automatically continue for the 2016-2017 school year. There are limited numbers of in house scholarships and aid available through meeting with the principal of the school. Nevertheless, no scholarships will be made available for families who do not complete and submit a FACTS Grant & Aid Assessment application prior to the deadline.

\$175.00 Parish Assessment Scholarship Program - To offset St. Mary's Schools family's tuition cost, some parishes in the Diocese of Worcester offer a \$175.00 scholarship to each eligible St. Mary's Schools student. The student's scholarship is authorized, approved and determined by the pastor of the parish. These forms are available upon request.

Scholarships will not be awarded to students:

- When the parents are, in fact, not registered members of the parish.
- When the parents, though able, do not contribute within their financial means to support the parish.
- From a parish that sponsors their own elementary school.

International and pre-kindergarten students are not eligible to apply for or receive awards from any scholarship program.

Tuition Rewards Program – There are various rewards available for marketing our schools as well as referring a student to our schools. Rewards include \$25.00 annually for using our social media sites (Facebook, Instagram and Twitter) as well as a referral reward of \$50.00 and a reward for \$200.00 for any referred student who enrolls in our school. A maximum reward of \$800.00 per year will be awarded to a family. Please see rewards program for specifics and for limitations.

VISITORS TO THE SCHOOL

Parents/Guardians and other visitors are always welcome at St. Mary's Elementary School. All visitors **must** enter the school through the High School door.

For safety purposes, our doors remain locked at all times except when students are arriving in the morning. Please ring the bell on the right side wall inside the foyer and wait for someone from the office to admit you. **DO NOT** ask a student passing by to open the door for you. Students are instructed that only adults may open the doors to visitors. Visitors **must** report to the office. Parents or visitors are **not** permitted to go to the classrooms before, during, or after school. **No parent is to escort his/her child to the classroom in the morning.** This disturbs the students as well as the teacher.

Health Policies

HEALTH CONCERNS

The school nurse and the teacher **must** be aware of any special needs of students, such as allergies or problems with insect stings. The school should be informed if a student has any physical problems, allergies, seizures, etc. If a child is allergic to any substance and has medication to take for a reaction, please be sure the medication is labeled with the name of the student, the name of the drug, the strength and amount to be taken and the physician's name if such medication is brought to school.

Students who have been ill during the night or appear ill in the morning should be kept home. A student should come to school physically well and able to participate in class for the entire day.

ILLNESS/INJURY

In the event a child gets sick or has an accident during the school day, the child will be sent to the office to determine the seriousness of the condition. When it is necessary, the parent/guardian will be contacted at home or at work. If the parent/guardian cannot be reached, the secretary will call one of the emergency numbers designated on the Emergency Form.

MEDICATION

Medication is to be left at the office and taken in the presence of the school nurse, Principal, or a person designated by the Principal. Teachers **cannot** administer medicine, prescription or non-prescription, under any circumstances. A parent may come to school to administer medication on a prearranged basis.

Medications, prescription or non-prescription, **cannot** be administered to your child without a prescription form from your child's physician and a parent consent form, found on page 38.

All medication, prescription and non-prescription, are to be brought in **by a parent** to the office. All medications **must** be in the original bottle with the child's name, name of the medication, the dose, the reason for taking, and time to be given. This includes Advil, Tylenol, eye drops, cough drops, cough syrup and allergy medications.

No more than a 30 day supply of prescription medication is stored at school.

No student is allowed to have any medication in their possession, including in their desk or backpack. All medication is dispensed through the office.

No loose medication will be accepted in a baggie or plastic bag. This is unsafe.

Parents are to pick up any medications from the health office on the last day of school in June, or they will be disposed of.

For children with asthma that use an inhaler, both an inhaler **and prescription order** must be in the office regardless of whether or not it is used on a regular basis.

If your child is vomiting or has a fever, they **must** be picked up within half an hour after the initial telephone call.

Notes concerning medications need to be sent to the health office and not the teacher.

The same medication authorization applies to medications administered during field trips.

Administration of Epinephrine

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

1. The student's physician has diagnosed a high risk or life threatening allergic reaction and has provided the school with a medication order for epinephrine with indications for administration.
2. The school has written authorization/consent from a parent/guardian to administer epinephrine and the epi-pen auto-injection has been supplied to the school in the pharmacy labeled container.
3. The school nurse will develop a written emergency plan for each student authorized to receive epinephrine. The emergency plan is located in the office.

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

PHYSICAL EXAMS

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

Students entering kindergarten and grade 4 are required *by state law* to have a complete physical examination and immunizations if applicable. Parents are notified of these requirements. Diocesan Policy stipulates the following:

The state law requires that immunizations be updated prior to entry.

Parents of students not in compliance with immunization regulations at the start of school will be notified of an exclusion date, no later than September 30, by which a record of required immunizations will be presented to the school. Each school is expected to exclude any student who is not immunized by the exclusion date.

All students will have their weight and height measured, and will have a visual and audiological examination yearly. The students in grades 5 and 6 will have postural screening each year. This will be recorded on their permanent health record.

All students in grades 5 and 6 participating in team sports must have a physical examination prior to the practice of that sport. The doctor's certificate must be on file in the Health Office.

This includes recess and Physical Education class. All students will be sent to recess and Physical Education class unless a note from a physician states otherwise.

CONTAGIOUS CONDITIONS

Parents are asked to report any incidence of contagious disease or condition to the school health office. This includes Chicken Pox, Impetigo, Conjunctivitis (pink eye), Staph infections, Scabies, Ringworm, Pediculosis (head lice), and any other contagious conditions. When these conditions are identified, the student will be sent home. Return to school is permitted following treatment and verification by the health office that the student is free of disease, lice, or mites.

Computer/Network/Internet Acceptable Use Policy

The use of computer equipment is a privilege; users should take personal responsibility for their behavior. It is expected that St. Mary's Schools users:

1. Will protect the privacy of other computer users' areas by not trying to learn their passwords or copy, change, read, or use another person's files.
2. Will not attempt to gain unauthorized access to system programs or computer equipment and will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
3. Will restrict email to messages appropriate to school curriculum and activities.
4. Will not attempt to log in to the system as a system administrator.
5. Will use all computer equipment to meet instructional objectives.
6. Will not use the network for financial gain or for any commercial or illegal activity.
7. Will not attempt to bypass security systems on computer workstations or servers.
8. Will not maliciously attempt to harm or destroy data of another user, or data that resides anywhere on the St. Mary's Schools network or on the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Will not waste paper or toner in printers, and will only print academic materials.
10. Use Google apps and emails for educational purposes.

Penalty for Violation of Responsibilities

If users violate any part of this policy or engage in any other activity which school authorities deem inappropriate, they will be subject to disciplinary action consistent with due process procedures. Discipline could include, but is not limited to, the immediate suspension or termination of Internet access and/or computer privileges and/or legal prosecution, if applicable. Parents will be notified of violations of this policy in writing, including any disciplinary action to be taken, requiring their acknowledgment. Any violation of law will be reported to the appropriate authority.

Rights and Responsibilities of St. Mary's Schools Users

For the purpose of this policy, "user" means any person authorized to access the Schools' computer systems or networks including, but not limited to, the Internet.

The Internet is supplied for use on an "as is, as available" basis. St. Mary's Schools does not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error-free. The School is not responsible for the integrity of information accessed.

St. Mary's Schools will not be responsible for any liability or expense incurred in connection with use of the system. Users agree to indemnify the school for any expenses, including legal fees, arising from use of the system in violation of this agreement.

The system administrators reserve the right to refuse posting of files and to remove files. The system administrators further reserve the right to immediately terminate the account or access of a user who misuses the network resources.

Internet Policy

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. It allows students and teachers access to a wealth of information and research materials and offers vast, diverse, and unique resources. Teachers and staff are encouraged to integrate educationally appropriate resources available on the internet into their curricula. The Schools' goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Internet Guidelines: The use of the Internet is a privilege; users shall take personal responsibility for their behavior while on-line. It is expected that St. Mary's Schools users will conduct their Internet activities under the following guidelines:

1. All use of school resources to access the Internet shall be in support of and consistent with the educational objectives of the St. Mary's Schools.
2. Transmitting any material in violation of any U.S. or state regulation or school policy is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.
3. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable in Internet communication including, but not limited to, posting, downloading and printing.
4. Students may not use social networking sites or instant messaging.
5. All information accessible via the Internet shall be assumed to be private property and subject to copyright laws.
6. Users have a responsibility to respect the privacy and property of other users. Users shall not intentionally seek information about, obtain copies of, or modify files, data or passwords of other users.
7. For their own safety, users shall not reveal any personal information regarding themselves or others, such as addresses or phone numbers on the Internet.
8. Employing the Internet for any commercial purposes not formally approved is prohibited.
9. Users shall not expect that files stored and/or messages processed (e-mail) on school servers will always be private. School and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
10. The supervising teacher/adult has the right to limit access.
11. All downloaded files must be screened for viruses, following established procedures, before they can be executed on school computers and/or servers.
12. Students may not at any time tamper with or try to bypass surf patrol.
13. **Google email and apps accounts are the property of St. Mary's Schools. School email is intended for educational purposes only. Administrators can read student's emails at any time without consent. Emails are not to be linked to any social networking accounts.**

Image Use Policy

St. Mary's Elementary School, from time to time, may use a student's image (a photograph, video, or sound recording) for educational or advertising purposes.

Examples of these include:

- School projects
- Promotional videos
- School website and social media sites
- School and parish newsletters
- Community and local newspapers
- Catholic Free Press

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

- St. Mary's may associate identifying information (name, etc) with a student's image in local and mass media.
- St. Mary's will not use a student's image for any profit making enterprise.
- St. Mary's will not use a student's image for any political advertising
- St. Mary's will not give or sell a student's image to other organizations – exclusively St. Mary's Schools will retain the copyright.

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

If you **do not** wish your child's image to be used as outlined above, please submit a statement to the school office in writing.

I have read and understand the school image use policy. By signing below, I am agreeing to the above stated policy and am allowing my child's image to be used strictly by these guidelines.

Parent/Guardian Signature

Date

Student Name (Print)

NON-PRESCRIPTION MEDICATION RELEASE FORM

Student _____

Grade _____

May be given the following (check all that apply):

- Over the counter pain relief (Tylenol, Advil, etc) for headache or pain
- Non-drowsy nasal decongestant
- Stomach antacid
- Other (specify)

Please provide any specific dosage instructions below:

Parent's Signature: _____

Date: _____

Physician's Signature: _____

Date: _____

Please send in a sealed bottle or unopened box with your son or daughter's name on it to the Nurse's Office SIGNED BY BOTH the student's parent/guardian AND the student's physician with this form.

APPENDIX A: BULLYING REPORT



Saint Mary's Schools PreK-12
50 Richland Street
Worcester, MA 01610
Phone: (508) 753-0484 - Elementary School
Phone: (508) 753-1170 - Junior / Senior High School
www.stmarysworcester.org



BULLYING PREVENTION AND INTERVENTION
INCIDENT REPORTING FORM

1. Name of Reporter/Person Filing the Report:

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

- 2. Check whether you are the: [] Victim of the behavior [] Reporter (not the Victim)
3. Check whether you are a: [] Student [] Staff member (specify role) [] Parent/Guardian [] Administrator [] Other (specify)

Your contact information/telephone number:

4. If student, state your school: Grade:

5. If staff member, state your school or work site:

6. Information about the Incident:

Name of Victim (of behavior):

Name of Perpetrator (person doing the behavior):

Date(s) of Incident(s):

Time When Incident(s) Occurred:

Location of Incident(s) (Be as specific as possible):

7. Witnesses (List people who saw the incident or have information about it):

Name: [] Student [] Staff [] Other

Name: [] Student [] Staff [] Other

Name: [] Student [] Staff [] Other

8. Describe the details of the incident (including names of people involved, what occurred, and what each person did and said, including specific words used). Please use additional sheets of paper if necessary and attach them to this document.

FOR ADMINISTRATIVE USE ONLY

9. Signature of Person Filing this Report:

_____ **Date:** _____
(Note: Reports may be filed anonymously.)

10. Form Given to: _____
Position: _____ **Date:** _____
Signature: _____
Date Received: _____

II. INVESTIGATION

1. Investigator(s): _____
Position(s): _____

2. Interviews:

- Interviewed Perpetrator**
Name: _____ **Date:** _____
- Interviewed Victim**
Name: _____ **Date:** _____
- Interviewed witnesses**
Name: _____ **Date:** _____
Name: _____ **Date:** _____
Name: _____ **Date:** _____

3. Any prior documented incidents by the Perpetrator? Yes No

If yes, have incidents involved Victim or Victim group previously?

Yes No

Any previous incidents with findings of BULLYING, RETALIATION

Yes No

Summary of Investigation:

(Please use additional sheets of paper and attach to this document as needed)

III. CONCLUSIONS FROM THE INVESTIGATION

1. Finding of bullying or retaliation:

- YES NO

Incident documented as _____

- Bullying
 Retaliation
 Discipline referral only _____

2. Contacts:

- Victim's parent/guardian **Date:** _____
 Perpetrator's parent/guardian **Date:** _____
 Catholic Schools Office **Date:** _____
 Law Enforcement **Date:** _____

3. Action Taken:

- Loss of Privileges Detention Referral Suspension
 Community Service Education Other _____

4. Describe Safety Planning: _____

Follow-up with Victim: scheduled for _____

Initial and date when completed: _____

Follow-up with Perpetrator: scheduled for _____

Initial and date when completed: _____

Report forwarded to Principal/ Deans: Date _____
(If principal was not the investigator)

Signature and Title: _____

Date: _____