



ST MARY'S PARISH SCHOOL

Student Handbook 2024-2025



Saint Mary's Parish School is a Roman Catholic educational community serving students from preschool through grade 8. We strive to develop spiritual growth, academic success, character, and integrity in all students. Guided by the Gospel of Jesus Christ and supported by families, we provide a quality Catholic education where students are challenged to reach their highest potential and are inspired to embrace a life of service for God and neighbor.



ST MARY'S PARISH SCHOOL

Dear St. Mary's Families,

Welcome to a new school year at St. Mary's Parish School! We are honored that you have chosen to be part of our vibrant community, where we strive to provide an exceptional Catholic education in a nurturing and faith-filled environment. Our mission is to reveal Christ in all we do, ensuring that each child is supported in their academic, spiritual, and personal growth.

This handbook serves two essential purposes. First, it is a guide for our administration and faculty, equipping us to better serve our students and their families as we work together to fulfill our mission. Second, it is a resource for you—our students and families—detailing the expectations we hold for you and the commitments we make as a school. This mutual understanding is crucial to ensuring a productive and harmonious school experience.

We ask that you carefully review the contents of this handbook. Once you have done so, please sign and return the end page of the Handbook to the school. Your signature signifies that you have read and understood our policies and agree to be governed by them. It also affirms our shared commitment to working together in partnership throughout the school year.

As we embark on this new academic journey, we ask for God's blessings on each of you. We pray that, together, we will continue to nurture and enhance the quality Catholic education that is the hallmark of St. Mary's Parish School.

Thank you for being a valued part of our school community.

In Christ,

Anne Pellan-Shea
Principal
St. Mary's Parish School

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THE RIGHT TO AMEND

All policies in the handbook apply to our after and before school program, early childhood program, and extracurricular activities. Though this handbook was created with forethought and care, situations and issues will arise that were not anticipated or that for some reason our handbook does not delineate. The school administration is the final recourse for the settling of these instances. The administration also reserves the right to amend this handbook for just cause. Parents/guardians will be given prompt notification if changes are made.

Saint Mary's Parish School is a Catholic Elementary school serving Early Childhood students through Grade 8, whose fundamental purpose is the cultivation of each student's spiritual, intellectual, and physical life. We believe that this purpose is best achieved by an administration and faculty dedicated to the principles of Catholic education.

Due to our strong reliance upon family values, we are committed to the Church's apostolate to the family and recognize parents as the primary educators of young people in matters of faith and moral development. It is only with this strong family witness that our faculty can more fully develop the potential within each student. Ever mindful of the wide-ranging academic and social interests of our students, Saint Mary's points to the Gospel message as the source of guidance for each individual. It should be understood that attendance at Saint Mary's Parish School requires students to give daily witness to the Gospel message by a Christian manner of conduct, intelligent choices, and sound moral values.

OUR SCHOOL'S SPIRITUAL LIFE

Fostering the spiritual growth of each student is an essential part of our mission as an institute of Catholic education. We welcome students of all faiths into our community as our brothers and sisters.

We attend weekly Mass with the parish community. The Eucharist is truly the source of our unity and the highest possible worship of God. The priests and deacons of the parish are engaged in the spiritual life of the school, assisting the staff in making God present to our students.

We begin and end each day with prayer to foster an awareness of the presence of God in the lives of our students. Seasonal activities enhance traditional devotions.

We engage in outreach efforts both within our community and outside of it. We sponsor drives and fundraisers, encouraging students to be fully engaged in works of charity and mercy. As students grow and become more independent, they are encouraged to participate in community service of their choosing outside of school.

The school assists in preparing students for the sacraments of reconciliation and first Eucharist in conjunction with the Parish's Office of Religious Education. We also assist students who wish to become Catholic through the parish's RCIA program. Middle School students are encouraged to participate in the newly established Life Teen program. The goal of Life Teen is to provide a safe and fun place for youth to find a solid Catholic community, get answers to their questions, and, most importantly, to experience Jesus in a profound and personal way.

The spiritual program of the school spans all grades and extends to every classroom and activity. Jesus Christ is the reason for our existence as an educational institution and we take seriously our mission to assist our students and their families to grow spiritually.

SAINT MARY'S EDUCATIONAL HISTORY

Under the leadership of our fourth pastor, Father James Donohue, Saint Mary's School opened in September of 1898 and was dedicated by the second bishop of Springfield, Thomas Daniel Beaven. There were 150 children enrolled in the school and they were taught by five Sisters of Saint Joseph. A high school was added to the school the following year when a student named Nellie Roache insisted that she wanted to remain at St. Mary's to finish her education. In 1903, she became our first graduate.

With increased enrollment and a demand for more space over the ensuing years, the third story of the present elementary school building was added in 1914. The 1930's and 1940's saw a tremendous growth in the school population and the classrooms were filled to capacity. While the nation witnessed the demise of so many Catholic schools during the late 1960's and 1970's, Saint Mary's continued to flourish.

In 1963, our ninth pastor, Monsignor George Shea, bought the Westfield Trade School which was next door to the elementary school and it became Saint Mary's High School. As a further sign of its commitment to Catholic education, a Kindergarten program was added in 1979. In 2007, a four-year-old Pre K program was added, followed by a three-year-old Preschool program in 2012.

In the fall of 2013, Saint Mary's Parish School was born as the elementary and high schools merged under one administration. Recognizing the geographical diversity of the high school

students, Saint Mary's High School became a diocesan school in 2019 while the elementary school continued under parish administration.

For over 115 years, the school has produced outstanding students who have brought tremendous pride and glory to our school in every field of endeavor. Graduates from our school have succeeded in public service, industry, business, education, medicine, and politics. Saint Mary's Parish and School have provided the Church with 22 priests and 38 religious sisters.

Saint Mary's is magnanimous in spirit. The current administrations and faculties seek to uphold that fine tradition and spirit which Saint Mary's. The schools on the campus can proudly boast that it is the only campus in the Diocese of Springfield to have schools that educate students from preschool through high school.

ADMISSIONS

Saint Mary's Parish School accepts students of all faiths and does not discriminate based on race or nation of origin. All are welcome to attend our school. Saint Mary's does, however, have the option to deny enrollment based on academic progress and/or a student's history of conduct.

TUITION AND FINANCIAL AID 2024 - 2025 Academic School Year

Preschool and Pre-K \$7,000

Grades K-8: 1st Child- 5,990

Multi-Child Discount

1st Child -\$5990

2nd Child- \$5,690

Each Additional Child- \$5,540

Saint Mary's Parish School Financial Aid includes need based financial aid awards as well as various scholarships. Diocesan (Springfield) aid is available to eligible families. All families who wish to be considered for any financial aid must apply online at factsmgmt.com. (***visit stmsaints.org for more information***) We encourage families to apply by May 1st. In order to be considered for any financial aid, ALL FAMILY financial accounts must be current. ***Returning students that owe a balance will not be allowed to begin a new school year without agreed-upon payment arrangements made with the administration at Saint Mary's Parish School.*** If you have any questions regarding tuition, financial assistance, and/or payment options, please contact the Parish School Principal.

ENROLLMENT

APPLICATION PROCESS

Preschool and Pre-K:

Students must be 3 years of age (Preschool) 4 years of age (PreK) by September 1st -

To begin the application process, please go to the school website,

<https://www.stmsaints.org/elementary/admissions/>

Complete an **Inquiry Form**

You will then receive an email instructing you to complete an **Application**

Kindergarten:

Students must be 5 years of age by September 1st.

To begin the application process, please go to the school website,

<https://www.stmsaints.org/elementary/admissions/>

Complete an **Inquiry Form**

You will then receive an email instructing you to complete an **Application**

You will be asked to upload a copy of the student's birth certificate, baptismal record, Massachusetts school health records/physical, Certificate of Immunization, current IEP or 504 plan.

Each student must complete the Kindergarten Screening Process for Admission.

Elementary & Middle School:

To begin the application process, please go to the school website,

<https://www.stmsaints.org/elementary/admissions/>

Complete an **Inquiry Form**

You will then receive an email instructing you to complete an **Application**

You will be asked to upload a copy of the student's most recent report card, birth certificate, baptismal record, Massachusetts school health records/physical, Certificate of Immunization, current IEP or 504 plan. An interview and shadow visitation are part of the admission process.

POLICIES AND PROCEDURES

Students and parents/guardians waive all rights of legal action for non-supervision on the part of Saint Mary's Parish School or its agents for students who enter or remain on school grounds or in the building in a non-supervised situation outside the curricular activities scheduled by the school (see student arrival and dismissal guidelines).

In addition, Saint Mary's Parish School and its agents are granted parent/guardian permission to seek emergency medical attention for their child if in their judgment such attention is warranted and the parent/guardian is not immediately available to grant such permission.

COMMUNICATION

If you have a question regarding your child, please follow the procedure below:

1. Contact the classroom or subject teacher. This is the person who works most closely with your child and should always be contacted first for concerns about social well-being, academics, and discipline.
2. If you need further assistance, you may contact the principal.
3. Teachers also have the right to request a meeting with parents. The teacher may meet with the parents with an administrator or teacher or other staff member in an effort to seek a solution.

Please be advised that it is essential to follow the proper contact chain so that we can best address your concerns in the timeliest manner.

In order to create the best educational atmosphere for all children, good communication is important. Speaking to the main office will usually solve any questions concerning schedules, lunch, busing, attendance, and other business questions.

The main office is also the way to initiate communication with both the principal and/or teachers. Teachers should be contacted only at the school. Please call or email to make an appointment. The administration and faculty will make every attempt to respond to phone calls and emails within 24 hours. You must report to the main office of the building upon your arrival. Parents are not allowed to enter a classroom without the permission of the principal or main office professionals.

FACTS web-based classroom portal is our main information vehicle. Our website, www.stmsaints.org, is updated regularly.

STARTING TIMES AND DISMISSAL

Preschool and PreK

- Classroom doors open at 7:50 a.m. ▪ Dismissal is 1:50 p.m.
 - Half Day Preschool and PreK begin at 7:50 am * Dismissal is 11:00 am

Elementary School (K-5) and Middle School (6-8)

- Teacher is on duty in the back parking lot at 7:30 a.m.

Students enter the building for Grab and Go Breakfast at 7:40 a.m. and enter their homeroom.

- All students must arrive in their homeroom by 7:55 a.m. or they will be marked tardy.

All classes begin at 8:00 a.m.

- Dismissal is at 2:20 p.m.

ATTENDANCE

2024-2025 ACADEMIC YEAR ABSENCE/TARDY/DISMISSAL POLICY

Students can only learn when they are in class. Regular attendance is an essential part of each student's educational experience, providing opportunities for both intellectual and social growth. Daily attendance, participation in class, daily contact with teachers and other students are critical factors in the learning process. St. Mary's Parish School recognizes the importance of regular school attendance to support student success.

The administration, faculty & staff at St. Mary's Parish School have updated the policies regarding attendance, tardiness, and early dismissals for the 2024/2025 school year. St. Mary's Parish School will follow Massachusetts's law requiring that schools be in session 180 days per year. In accordance with Massachusetts General Law states that parents/guardians are responsible for their child's attendance.

Massachusetts defines **Chronically Absent** as missing at least 10% of days enrolled, 18 days absent if enrolled for 180, regardless of whether the absences are considered excused, unexcused and/or for disciplinary reasons. Being chronically absent can have a significant impact on a student's ability to read at grade level, perform academically, and graduate on time. While the administration, faculty & staff at St. Mary's Parish School recognizes that there are legitimate reasons for being absent from school, i.e., illness, unavoidable medical or dental appointments, funerals, etc., we will follow Massachusetts General Law regarding the allowance of 18 days absent for students enrolled at St. Mary's Parish School. Should a student reach 18 days absent, the situation will be evaluated by the administration and members of the faculty as to the result of missing more than 18 days of school.

The school administration and faculty discourage students from missing school for family vacations that are not in line with the school vacations. Missed teacher presentations, lectures, classroom discussions and laboratory experiments cannot be made up as homework. However, the reality exists that parents do take children out of school for such trips and these absences will count against the attendance policy. When this occurs, the following procedures will be used:

- The parent(s)/guardian(s) will contact the school in advance of the planned vacation.
- The student will be held responsible for making specific arrangements with their teacher(s) for assignment **upon their return**. Please do not expect teachers to prepare student assignments

in advance of your child's trip. **All work will be offered to the student upon the return of the student to class. Full credit will be given for completed work turned within the designated time allowance set by the teacher(s).**

PARENT NOTIFICATION OF CHILD'S ABSENCE

If your child is absent from school, please do the following:

Use the *Pikmykid* parent app to report your child's absence. Parents will find a drop down list of possible reasons for the absence.

Parents may call 413-568-2388 to report your child's absence. If you are requesting work, you may call or email in the morning by 9:00 am, so that teachers can prepare the materials during the day. Homework can be picked up in the office between 2:30 and 3:30, or be sent home with another student. If you do request that work be prepared, please pick it up by 3:30 pm.

If your child has been absent for three days or more, *please provide the school with a doctor's note upon your child's return to school.*

If your child will be out for an extended time, please notify the school.

Tardiness/ Early Dismissals

When students arrive at school tardy, they miss valuable instructional minutes, but their late arrival is a disruption to the teacher and other students in the class who arrive on time.

The missed instructional minutes add up quickly. If a child arrives 10 minutes late each day, they will miss **50 minutes of instructional time every week**. During a 35-week school year, the students will miss nearly **30 hours of instruction!** If the student is 20 minutes late, it's 60 hours, and so on. These instructional minutes are exceptionally important for student success.

With this, St. Mary's Parish School will implement the following tardy policy.

- **3rd Tardy** –The Principal will make a call to parents/guardians regarding the reasons for the tardiness.
- **5th Tardy** – The student's parent/guardian will be notified to schedule a meeting with administration, in order to review school policy and hopefully remedy the situation.

Should the tardiness continue after these measures, a discussion regarding the student's enrollment status may come into question.

Early Dismissals

When students are dismissed from school early, they also miss valuable instructional minutes. Similar protocols as with tardiness will be enforced. ***This does not apply to those students who must leave early in order to receive outside services, or for those involved in the St. Mary's High School sports programs.***

UNIFORM & DRESS CODE

Good personal hygiene is an essential part of our school. Violating the requirements of cleanliness, even though conforming to specific uniform guidelines, is unacceptable. A student must regularly wash themselves. **Extreme hair color is not allowed.** Minor color may be allowed if the parent checks with the principal prior to the color change. **Extreme piercings are also not allowed.** For male/female students a simple ear ring is allowed. Any distraction to the learning environment will not be tolerated. With that being said, the administration of the school will be the final arbitrator of what is or is not acceptable regarding a student's dress or appearance.

School Uniforms

The administration may discipline any student when, in his/her judgment, he/she is wearing apparel outside of the accepted school uniform. If a student is out of uniform, a written uniform infraction will be sent home. Three infractions will warrant a detention.

Shirts (girls and boys): Must be a school supplied STM Logoed polo (Long/Short Sleeve). Uniform polos can be purchased through Tommy Hilfiger or Blakes School Uniforms (Links on school website)

Colors: Light Blue, Navy Blue, White, Green, and Yellow.

Sweaters & Quarter Zip Pullovers (girls and boys): Must Have School Logo

Co-ed 1/2 zip fleece jackets & co-ed full zip polar fleece are acceptable.

No oversized sweatshirts or hoodies are permitted unless it is a spirit wear or dress down day.

STMHS School Sport Uniform Team Jerseys may be worn **ONLY** on Game Days!

Pants (Girls & Boys) Uniform pants in Navy Blue or Khaki are required; Females may also wear a Khaki/ Navy Blue/ Plaid uniform skirts that may be two inches above the knee and no higher. Uniform pants that look like jeans, leggings or tight-fitting yoga pants are not allowed.

Shorts: Uniform Shorts may be worn from the first day of school through October 31 and from the Monday after April vacation until the last day of school. Shorts must be Khaki/ Navy Blue (2 inches above the knee)

Footwear

- No open-toed shoes or sandals are allowed.
- No open-backed shoes are allowed.
- No Crocs
- Socks are to be worn with shoes or sneakers. (White, Black or Navy Blue)

Physical Education Attire Uniform - Students may wear their gym clothes to school on the day of their gym class. From the first day of school until October 31 and from the Monday following April vacation until the end of the school year, they may wear shorts of appropriate length to school for gym class. From November 1 until the last day of school before April vacation, they must wear long pants. No jeans are allowed. Students are to come prepared for indoor and outdoor activities.

- *New for the 2024-2025 school year, we have added non mandatory options for gym attire through Tommy Hilfiger.*
- Short Sleeve Everyday Tee (Navy)
- Co-Ed Mesh Basketball Style Athletic Shorts (Hunter, Navy)
- Co-Ed Sweatpant (Navy)
- **Co-Ed Crew Sweatshirt (Grey) ** This sweatshirt will also be acceptable as part of the daily uniform as well for all grades.**

Gym attire:

- Shorts of appropriate length, at least to mid-thigh, loose fitting (no denim shorts or jeans).
- Loose yoga pants, allowed only with a shirt that reaches to at least mid-thigh (no leggings grades 3-8).
- Sweatpants or nylon running pants
- T- shirts, sweatshirts with no offensive language or pictures
- Sneakers & socks must be worn
- No dangling earrings or jewelry that may cause harm

A warning will be issued for any student not having appropriate clothing for gym.

Dress Down Days

- No pants with rips, holes, fringe, or frayed edges.
- No hats, bandanas, visors, coats, gloves, mittens, or ear muffs.
- No tight shirts, midriff shirts, spaghetti straps, or tank tops (loose fitting, sleeveless shirts with a 2-3” shoulder are allowed).

- No shorts that are tight or shorter than mid-thigh.
- No clothing with slogans, advertising or innuendos for alcohol, drugs, tobacco, or other inappropriate language.

If a student's attire is deemed inappropriate it will be considered a dress code violation and a written uniform infraction will be given. The warning could result in no participation in any future dress down events.

The administration reserves the right to amend the dress code at any time.

TECHNOLOGY

Chromebook Computer Program: All Saint Mary's Parish School students in grades 3-8 will be issued a school chromebook. Students must have on file a signed copy of the Chromebook and Internet Acceptable Use Policy and Chromebook Home Use Rules & Regulations. Please see pages 27 - 29 for the full policy and sign page.

Cell Phones and Electronic Devices

All Middle School students must turn in their cell phones to their homeroom or classroom teacher at the start of the day. Phones should not be out or on when entering the building. Cell Phones will be returned at dismissal. It is the responsibility of the student to retrieve their phone before leaving school. Students should not take out their phones until they have left the school building at the end of the day.

Students in Grades 3-5 are to turn off phones and keep them in their backpacks throughout the day. Teachers reserve the right to ask for and hold other devices that may become a distraction to the learning environment. Smart watches can be worn, but "school mode/do not disturb" must be turned on. Failure to abide by these rules will result in the smart watch being taken away and handed into the office. Further infractions will result in the student not being allowed to wear their smart watch to school.

Telephone Calls: If students need to call home, they may use the office phone. Students will not be called out of class for phone messages, unless it is an emergency. Parents/guardians must not contact their child by cell phone during the school day. If a student is feeling ill, he/she should report to the nurse or the main office, parents will be notified from either office.

TRANSPORTATION

Bus transportation is provided within Westfield. The schedule, routes, times, and rules are determined by the School Department of the City of Westfield. Student behavior on the school buses should be exemplary at all times. Children who break any of the bus rules will receive a

Bus Conduct Report issued by the driver. Continual abuse of bus rules will result in denial of bus transportation.

In order for a student to ride another bus or get off at another bus stop other than the one assigned, a parent/guardian must write a note which must be delivered to the main office before homeroom. The City of Westfield does not allow the changing of buses during the first three weeks of school. Only students who qualify for bussing, according to the City of Westfield, may ride the buses.

Parent/ Guardian Morning Drop-Off Times (Back Parking Lot)

- Elementary/Middle School: 7:30 a.m. Back Parking Lot; Students can enter the building at 7:40 for Grab and Go Breakfast and enter their homerooms.
- All students must arrive in their homerooms by 7:55 or they will be marked tardy.
- Middle School: 7:55 a.m. Homeroom bell (Students must be in their homerooms prior to the bell.)
- Morning prayer and announcements begin at 7:55.
- All classes begin at 8:00 a.m.
- Early Childhood: Doors open at 7:50 for preschool and pre-K.

Morning Drop-Off Parking

- For safety reasons, parents walking their children to the Early Childhood buildings or to their lines, must park in the main parking lot lanes **10 & 11**.
- All K-5 students not dropped off in the drop-off lane **MUST** be walked to the designated area.
- The Front small parking lot is for faculty and staff and parishioners. There is no parking available for drop-off.
- Handicap parking spaces and on-street parking restrictions are monitored by the Westfield Police.
- There is no parking for St. Mary's Parish School including Early Childhood in the reserved High School lot.

Morning Drop-Off Procedure

- Enter the main parking lot by the back gate on Mechanic Street.
- Take a sharp right and proceed to the drop-off lane.
- Stay in a single file line.
- Exit by the dumpsters back onto Mechanic Street.

Parking During the School Day

We are always trying to give our elementary school students as large a recess space as possible, while affording the maximum number of student and faculty parking spaces. We ask all parents and visitors to respect the signs for handicapped and teacher parking and the orange cones. Additional parking should be available behind the church and Parish Center off Mechanic Street.

Dismissal Times

- Early Childhood: 1:50 p.m.
- Early Childhood Half Day: 11:00 am (small parking lot in front of Pre-School & Pre- K Building
-
- Elementary & Middle School: 2:20 p.m.
- Parking lot gates will open at 1:40 p.m.

Dismissal Procedure for 2024 -2025 School Year

St. Mary's Parish School will use a silent dismissal program for end of day dismissal for grades K-8 called *Pikmykid*. *Pikmykid* is a comprehensive end to end solution for managing the entire student dismissal process in a smart, secure & expeditious manner and provides real time updates and change management options to parents.

Using this system, parents or their delegates will use the free *Pikmykid* app to announce when they arrive on campus to pick up their child(ren). This app will be used for all modes of dismissal; car rider, walker, parent pick-up walker, after school program, club meetings, sports, and drama practices. Everyday, parents let the school know how their child will be dismissed at the end of the school day. Parents will receive notice text messages the minute the child has left the campus. Parents can rely on their usual dismissal method and set the app for months in advance. Should a change occur, parents can change the method of dismissal with a few short clicks on the app. The change is acknowledged in real time at the school, and the change is made. Homeroom teachers and students watch the dismissal dashboard on the smart board in their classrooms to see when and where they are to be dismissed.

Dismissal Car Lanes

- Early Childhood: park in the main parking lot behind the elementary school in lanes **10 & 11** and exit by the front gate before 2:10.
- Elementary & Middle School: Park in lanes **1-9**. You will be directed to fill from lanes 9, 8, 7, 6, 5, etc., pulling all the way up to the car in front of you. **Announce that you are on campus with the Pikmykid App.**
- At 2:10, a faculty member will begin to record the cars linked to students in order starting with **lane 9**. This will show up on the screens in the classrooms, students will be lined up in order as they exit the back door.

- If you are planning to stay in the lot for a few extra minutes, park in lanes 1 & 2. Do not park outside of the marked lanes.
- Rows are released by staff in order starting with lane 9. Students will exit the school in the order in which the parents are parked.

Dismissal of Walkers and Parent Pick Up Walkers

- All walkers and parent pick- up walkers will be dismissed from the **front of the school**.
- Walkers will be recorded as dismissed by a faculty member at the front of the school.
- Parent pick up of walkers will **Announce** that they have arrived at the front of the school, which will show up on the smart board in the classroom. The student will exit the front and will be recorded as dismissed by the faculty member.

Dismissal of Bus Riders

- Bus numbers will be announced by a faculty member when they arrive at school for dismissal. Students assigned to those buses will see their name appear on the smart board to know when to leave their homeroom for dismissal.

Dismissal of After School Programs

- Notification of various after school groups will be identified on the smart board and students will be dismissed by name for their activity.

CODE OF CONDUCT & DISCIPLINE

The Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of rules and regulations. This will help the individual uphold his/her responsibilities and obligations to himself/herself and others within the Saint Mary’s School Community.

Students are expected to act in such fashion that their behavior will reflect favorably on themselves as well as Saint Mary’s Parish School. They are expected to show consideration and respect for their fellow students and teachers. This will help create a positive and supportive atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with the school's regulations. Students who fail to comply with school policies and regulations must accept the consequences as outlined below. Infractions include, but are not limited to:

- Not following school rules.
- Dress code violations.
- Misuse of playground equipment.
- Rough or unsafe behavior.

- Vulgar language.
- Fooling around in the building.
- Derogatory comments and gestures/put downs towards others taunting and teasing, disruptive behavior, disrespect/ rudeness towards or arguing with staff.

Consequences for minor infractions will be a written warning. The student must return the written warning back to school the following day with a Parents signature. If the warning is not returned with a Parent signature, the student may be subject to additional action to be determined by the Principal.

If a student in grades 3-5 receives 5 warnings they will be issued a detention to be served after school. Grade 3 will serve a 30 minute detention while 4th & 5th grades will serve a 45 minute detention. (please see below for detention policy and procedure)

If a student in grades 6-8 receives 3 warnings, they will be issued a detention to be served after school. Grades 6-8 will serve a 60 minute detention. (Please see below for detention policy and procedure)

Detention Policy/Procedure: Attendance is mandatory if issued a detention by faculty and staff. Detention Packets will be provided when arriving at detention and are expected to be completed before dismissal from detention. If a student fails to report for detention, 2 more detentions will be added to the required number served.

Serious Offenses include, but are not limited to:

- Use of drugs or alcohol or weapons.
- Theft, vandalism & dishonesty.
- Gross insubordination or willful disobedience or defiance.
- Inappropriate and or dangerous use of technology that may bring harm to another student, family, faculty member, or other campus employee.
- Verbal abuse including gestures.
- Intentional physical violence.
- Irresponsible actions causing bodily harm (e.g. spitting & biting).
- Truancy and leaving the school grounds without permission.

All serious offenses will be subject to disciplinary action to be determined by the Principal and the Administrative Team which may include suspension or expulsion.

ACADEMICS

Student learning expectations are based upon national or Massachusetts state standards. In addition, our students are educated in the areas of faith and moral development, the arts, and physical education.

A student who is having academic difficulties should immediately seek help from the teacher. Teachers will schedule office hours for students on a weekly basis. It is important for students not to wait until just before tests or the end of the marking period to go for extra help; they should go as soon as they have difficulty understanding the material. In some cases, course work is cumulative, one day's work depends upon the understanding of the previous day's material, thus, the longer a student waits, the more difficult it will be to catch up. Teachers and parents of students experiencing significant academic difficulties, (speech, reading, mathematics, social and emotional concerns) may request a referral to their home school districts special education department for further evaluation and testing utilizing the Child Find Procedure.

ACADEMIC POLICIES

Progress Reports and Report Cards

The faculty and administration strive to keep an open line of communication between school and home. If a parent/guardian has a concern about grades, he/she should contact the teacher first.

- Preschool: Families are provided with a one on one conference, a learning journey report, and an end of the year report.
- Pre-K: families are provided with progress reports three times per year.
- Kindergarten and grades 1-2: a skills report card will be distributed three times per year.
- Grades 3-8: Report cards are issued four times per year. The school utilizes *factsmgt* to communicate student achievement.

Parents/guardians can and are encouraged to access student progress at any time on *FACTS*, through the family portal. Grades 3-8, refer to these definitions when reviewing your child's report card:

E (exemplary) goes above and beyond the lesson requirements and shows excellent effort and exceeds expectations

VG (very good) completes all work to a high standard in a timely manner and fulfills all expectations

S (satisfactory) completes class assignments in a timely manner the majority of the time

N (needs improvement) needs prompting to complete assignments in a timely manner and work lacks effort

U (unsatisfactory) does not fulfill class expectations

Conduct

E (exemplary) always models positive classroom behavior and attitude, shows respect and consideration to the learning environment

VG (very good) consistently shows good behavior, respect and consideration

S (satisfactory) usually demonstrates acceptable behavior, respect and consideration

N (needs improvement) often exhibits inappropriate behavior

U (unsatisfactory) exhibits inappropriate behavior and is a distraction to the learning environment

Please allow a minimum of 3 school days for grades to be posted after an assignment has been completed and turned in.

Honor Roll Grades 5-8

First Honors: Grade Average of 90% or above.

Work Habits and Conduct: E or VG

Second Honors: Grade Average of 85% -89%.

Work Habits and Conduct: E, VG, or S

Promotion and Retention

Diocesan Policy 5320 states that the decision to promote or retain a student shall be made by the principal after consultation with the teacher and parent/guardian.

Retention should take place only if there has been adequate evaluation and documentation that indicate that a student would most likely profit from retention.

If this is the case, the retention should occur as early as possible in a student's educational career to achieve the desired effect.

If a student has repeated a grade and continues to perform below grade level, a referral shall be made to the local educational district for a full evaluation of the student's educational needs.

Ordinarily, parents will be consulted by mid-year if retention is considered probable by the principal and teacher.

Safety, Health, and Wellness

Emergency Forms: At the beginning of the school year, parents/guardians are required to complete an emergency form for each child. In order to contact you for both emergency and administrative purposes, it is important that each student maintain up-to-date phone and email records at the school office. Notify the school immediately if there is a change of address, home/work phone numbers or email during the school year. Saint Mary's uses email to keep parents notified of pertinent school information.

Crisis Planning: The school has a campus-wide crisis plan in place. In the event of a fire, lockdown, shelter-in-place, or evacuation, plans will be initiated. The school practices regular drills in-house and with city officials to be as prepared as possible in the event of an emergency. In the event of an evacuation, it will be determined by the city whether or not our students will be bussed or walk to the specified location. Staff will use a cell phone for communication. First aid kits will be on hand. Our emergency forms will remain with us at all times. A duplicate set of emergency forms has been placed at the rectory. As soon as we are able, the school will contact the police department, fire department, rectory, Westfield School Department, diocesan office, and local media to keep all informed of our status. We will use our one-call system to keep you updated as frequently as possible. Once it is deemed safe for you to come to the location to retrieve your child, we will contact you to do so. We will not be able to reunite you with your child until the situation is under control. Countless measures are taken every day to keep the children as safe as possible.

In the event of severe weather, if your home school district cancels or delays school, and Westfield does not, parents may follow the home district's decision with no penalty to the student.

Inclement Weather: School closings or delays are determined by the Westfield School Department. The decision to close or delay school is made by 5:30 a.m. Parents/guardians are advised to listen to local television or radio stations for this information. A community email will be sent as soon as an announcement is made.

Insurance: Each child is required to have some type of insurance coverage. Saint Mary's sponsors a student accident insurance plan and each parent/guardian must declare in writing if they want their children to be covered by that insurance at the beginning of each school year.

when the insurance forms are issued. Diocesan policy 5530 states that all schools should offer accident insurance to students. Parents/guardians preferring another insurance arrangement should explicitly indicate in writing that the family has adequate coverage and that the school will be held blameless in case of an accident in school or on school property. Written documentation of a parent/guardian's group insurance plan is kept on file on the emergency form filled out at the beginning of the year.

PHYSICAL HEALTH

Medication: Diocesan Policy 5513 states that school personnel are never permitted to administer medication except in cases of emergency when it will be administered by persons trained for this specific purpose. If a school nurse is not available, the parents/guardian or adult designated by them must come to school to administer medication. Parents/guardians are encouraged to work out a schedule whereby medication is administered before or after the school day. If medication is mandatory during school hours, the following steps must be in place:

1. Written orders from the student's physician.
2. Written request/authorization from the student's parent/guardian.
3. Medication, in a pharmacy-labeled container, should be delivered to the school by a responsible adult.
4. One month's supply should be brought to the main office as prescribed.
5. The bottle of medicine shall be issued by a pharmacist; the label shall have:
 - The name of the student.
 - The name of the doctor.
 - The name and strength of the medication.
 - The amount of each dose.
 - The schedule for the administration of the medication.

The school provides qualified nursing daily for our students.

When the school receives medication for a student, two forms need to be completed: Medication Administration and Emergency Care Plan Form and Parental Consent and Medication Order Form. Diocesan policy 5510 states that each school shall comply with local Board of Health and Commonwealth of Massachusetts regulations regarding immunizations, communicable diseases, administering medications, and physical examinations.

Immunizations: Diocesan policy 5510.1 is as follows: State law requires immunization against Hepatitis B, varicella (chicken pox), diphtheria, whooping cough, tetanus, measles, mumps, rubella, and polio. Children must also be tested for the presence of lead. Parents are required to present certification of immunizations when they register children in school for the first time.

A student shall be admitted to school without required immunizations upon certification by a physician, who has personally examined the student, that the student's health would be endangered by any of the immunization series. Such certification shall be submitted at the beginning of each school year to the health authorities in charge of the school health program.

INAPPROPRIATE BEHAVIOR BETWEEN STUDENTS

Bullying and Cyberbullying

Bullying is the repeated use by a perpetrator of a written, verbal, or electronic expression, or a physical act or gesture or any combination thereof directed at a victim.

Bullying

- Causes physical or emotional harm to the victim or damage to the victim's property.
- Places the victim in reasonable fear of harm to himself or of damage to his property.
- Creates a hostile environment at school for the victim.
- Infringes on the rights of the victim at school.
- Materially and substantially disrupts the education process or the orderly operation of a school.

Cyber Bullying is repeated bullying through the use of technology or any electronic communication. Cyber Bullying includes but is not limited to:

- Any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transferred in whole or in part by a wire, radio, electromagnetic, photo electronic, or photo optical system.
- Electronic mail, internet communications, instant messages, or facsimile communications.
- Cyber bullying shall also include creating or promoting a web page or blog in which the creator assumes the identity of another person and in which an individual(s) knowingly impersonates another person as the author of posted content or messages contained therein.

All Bullying is prohibited:

- On school grounds, property immediately adjacent to school grounds, at a school- sponsored event or related activity, function or program off of school grounds, at bus stops, on buses, or on technology owned, leased, or used by the school.
- At a location or function 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 bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process of the orderly operation of the school.

In accordance with House Bill No. 4571 Saint Mary’s Parish School will:

- Inform parents/guardians about bullying prevention.
- Post the school’s Bullying Prevention Plan on the school web page.
- Promptly respond to and investigate reports of bullying or retaliation which balance the need for accountability with the need to teach appropriate behavior.
- Have clear procedures for restoring a sense of safety for a victim and assess a student’s need for protection.
- Have strategies for protecting a person from bullying or retaliation who reports bullying or provides information.
- Follow procedures consistent with state and federal law for promptly notifying the parents/guardians of a victim and a perpetrator; provided, further, that the parents/guardians of a victim shall be notified of the action taken to prevent any further acts of bullying; and provided further, that procedures shall provide for immediate notification by the principal to the local law enforcement agency where criminal activity is involved and criminal charges may be pursued against the perpetrator.
- Provide a strategy for counseling or referral to victims, perpetrators, and for appropriate family members of said students.

Anti-Hazing Law

Massachusetts General Laws, Section 269, Chapters 17-19

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be

available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of

education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

EXTRA CURRICULAR ACTIVITIES

Saint Mary's offers a variety of activities and programs to complement a student's academic formation. Through athletics, clubs, and service activities, students will gain a number of social skills which will help them in the wider community. These activities may vary from year to year based on student population and interest.

Saint Mary's Parish School requires its students to maintain a grade average of no less than 70 in order to participate in any club, service, or sports program. No student with an 'F' in any class will be allowed to participate in any club, service, or sports program. Furthermore, students on a behavioral contract are ineligible to participate in extracurricular activities.

Extracurricular activities include: athletics, Drama Club, Student Council, Wright Flight, National Junior Honor Society, Parish School Choir, and Battle of the Books.

The High School Athletic Director provides all students grades 7 & 8 with a separate Athletics Handbook which outlines policies that adhere to PVIAC and MIAA rules and regulations.

Dance Policy

Dance Policy rules are to be strictly adhered to. The current policy will be obtained in the main office prior to the dance.

Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals. Field trips are re-evaluated each year to determine the trip's compatibility with curricular goals. Please note the following policies:

- A field trip is a privilege and not a right. Students ineligible for extra-curricular activities due to disciplinary issues or academic ineligibility may not be permitted to attend the trip.
- All grades, levels, and classes do not have the same number of field trips.
- An informed consent form signed by the parent/guardian is required before a student will be permitted to attend. No student may attend without this form on record. Verbal permission via telephone will not be accepted.
- Students participating in a field trip must ride the school transportation to and from the activity.

- All school rules apply (including rules regarding cell phones and other technology) while on a field trip.
- All chaperones must be following diocesan standards for child-protection, which include CORI checks and VIRTUS training.

PARENT TEACHER ORGANIZATION (PTO)

Saint Mary's Parish School recognizes one Parent Teacher Organization. During the summer the group will meet with the Principal to set event fundraising goals and the fundraising schedule. The PTO was established to provide a channel of communication between parents, teachers and the administration of Saint Mary's Parish School in order to promote the general well-being of the students. The specific goals of this organization are to:

- Raise the necessary funds to provide for additional educational opportunities for the students.
- Provide opportunities for all concerned individuals to come in contact with ideas which will promote the educational, moral, and spiritual development of the student at home and at school.
- Direct and coordinate parental support to the school through assistance with activities, social functions, and fundraisers.
- Raise the consciousness of the parents regarding local, state, and federal legislation that affect Catholic schools as well as the lives of students and parents.

All parents are members of the PTO and are encouraged to actively participate. A list of activities and opportunities for involvement are given at the start of the school year and posted on the school website. The PTO at the Parish School offers two fundraisers a year, in which families are able to participate at a comfortable financial level. In addition, PTO uses those funds to support family events and school field trips throughout the year.

SCHOOL BOARD

This School Board shall have as its primary concern the ministry of Catholic school education: the spiritual, intellectual, physical, emotional, and social development of the students. The School Board, operating under the guidance of the Diocesan Schools Office and Superintendent of Schools, and in conformity with the Diocesan School Policies and consistent with the policies and plans of the Diocesan Catholic School Board and office, shall concern itself with policy matters pertaining to the general excellence of Catholic education at St. Mary's Parish School. Working in close collaboration with the Pastor and the school administration and listening to its many stakeholders, this School Board shall advise development that will enable the school to reach its agreed upon goals and vision.



Chromebook and Internet Acceptable Use Policy

Chromebook- Home Use Rules and Regulations

The chromebook that a student is issued is the property of St. Mary's Parish School, and the Commonwealth of Massachusetts. As with textbooks and other school property, a chromebook is assigned to a student and will be returned at the end of each school year.

The use of a chromebook is a privilege that can be revoked due to failure to adhere to the rules and regulations that St. Mary's has established for use. Before being issued a laptop, students are expected to sign and follow the policy stated below.

Acceptable use policy:

- The chromebook is an educational tool and should be used in that capacity only. Once issued, you are responsible for the chromebook at all times.
- The chromebook should not be used to copy, download, upload, or share copyrighted materials without the owner's permission. This includes the reproduction of music and video files and software applications.
- You are the only authorized user of your chromebook. Chromebooks may never be shared or swapped with another user.
- Passwords must be kept confidential.
- The chromebook must be used on a flat, stable surface.
- Do not eat or drink near the chromebook.
- Avoid touching the screen. When necessary, wipe the screen surface lightly with a soft cloth.
- Do not rest writing utensils on the keyboard. Accidentally closing the chromebook with items on the keyboard damages the screen.
- Do not mark the chromebook in any way with pictures, graphics, stickers, markers, etc.
- Do not insert objects into the ports or openings of the chromebook.
- Back up your work regularly.
- Close the chromebook gently from the center of the lid.
- Charge the chromebook each night by establishing a secure power cord connection.
- Do not pull on the chromebook when cables are connected.
- Do not recharge the chromebook in a case.
- Do not leave the chromebook in a vehicle.
- Chromebooks will not be used to record audio or video on school premises unless written permission is granted by the teacher or administration.

Internet acceptable use policy:

- Be polite and courteous.
- Do not use the network in any way that would disrupt its use by other users.

- Do not use or access any other person's account for any reason.
- Do not access inappropriate or obscene material. This behavior is cause for immediate loss of laptop use and/or other disciplinary action.
- Realize that email, and social media sites are not private. Messages relating to or in support of illegal activities may be reported to authorities.
- Chat rooms or chat software may not be used.
- Social networking sites may not be used.
- Students have no expectation of privacy and should expect teachers or administrators to conduct spot checks of their internet history, documents, email, etc.

Inappropriate use of the internet/network will include but is not limited to the following:

- Use of any method to bypass the content filters.
- Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit content of any kind.
- Transmitting obscene, abusive, sexually explicit or threatening language.
- Accessing another individual's materials, information, or files without previously being given permission.
- Using or attempting to discover another's password.
- Violating copyright or using the intellectual property of another individual or organization without permission.
- Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks, as well as, including the destruction or attempt to destroy data of another user by creating, uploading, or intentionally introducing viruses into the network/internet.
- Intentionally wasting limited resource and storage space.
- Harassing, insulting or attacking others.
- Using, disclosing, or disseminating personal information online, such as full name, home address, phone number etc.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of others.
- Improperly and/or intentionally altering the setup of computers as determined by administration.
- Using software that has not been pre-approved or assigned by the school.
- Seeking to gain or gaining authorized access to the network, software, internet, or computer devices.
- Failure to follow school policy.
- Any issues the administration deems as inappropriate use.

Chromebook home use rules and regulations:

- Student chromebook and internet acceptable use policy and laptop home use rules and regulations must be followed at all times.
- Students taking their chromebook home must have an approved case.
- Students are responsible for taking care of their chromebook and chargers.
- Every chromebook must be secured in its assigned case while in transit.

- The chromebook is to be used by assigned student only. The student agrees to give parents/guardians their student login password to the desktop in order for parents to supervise student usage at home.
- Parents/guardians are encouraged to be “nosy” and interact with their student about chromebook work.
- Chromebook must be recharged before returning to school.
- Do not recharge chromebook in its case.
- Chromebooks and power cords must be returned to school every day, secured in their cases.
- If technical difficulties or issues prevent homework completion, a parent note is required.
- If a chromebook is stolen, the police should be notified immediately and the school should be notified ASAP.
- In the case of negligent or intentional damage the parent/guardian is responsible for the total cost of the repair or replacement.

If a student loses or damages the power cord a replacement fee of \$25.00 will be charged.



**Chromebook and Internet Acceptable Use Policy / Chromebook Home Use
Rules and Regulations**

We have read and agree to the Acceptable Use Policy, Internet Use Policy and Home Use Policy listed above. We understand the responsibilities of the students and parents/guardians. I have explained to my child what is expected and I give my child permission to use the technology resources according to the regulations set forth in this agreement.

Printed student name _____

Student signature _____

Printed student name _____

Student signature _____

Printed student name _____

Student signature _____

Printed parent/guardian name _____

Parent/guardian signature _____

Date _____



STUDENT HANDBOOK ACKNOWLEDGEMENT

Child(ren's) names and grades

Parent/guardian signature & date

Student signature(s) (Grades 3-8)

Please sign this form and return to the main office by October 1.