



**SAINT MARY'S
ACADEMY**

**Parent/Student Handbook
2015-2016**

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stmaryslongmeadow.org

— **School Rules** —

Respect God



Respect Yourself



Respect Others



Respect your School



Respect Life

Dear Parents and Students,

“What greater work is there than training the mind and forming the habits of the young?”
St. John Chrysostom

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

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

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

God bless you,

Mrs. MacDonald
Principal

TABLE OF CONTENTS

<i>Saint Mary's Academy</i>	3
<i>Saint Mary's Academy Mission Statement</i>	3
<i>The Philosophy of Saint Mary's Academy</i>	4
<i>Accreditation</i>	4
<i>Admission Information</i>	5
<i>Financial Obligations</i>	6
<i>Fair Share Program</i>	8
<i>Parent's Role in Education</i>	9
<i>Parents as Partners</i>	11
<i>General Information</i>	12
<i>Attendance</i>	14
<i>Academic Information</i>	15
<i>Uniforms and Dress Code</i>	21
<i>Health and Safety</i>	26
<i>Conduct</i>	32
<i>Emergency Drills</i>	37
<i>Crisis Plan</i>	37
<i>Weather Emergencies</i>	38
<i>Field Trips</i>	38
<i>Lunch Program</i>	39
<i>Money</i>	40
<i>Drop Off and Pick Up</i>	40
<i>Child Abuse Laws</i>	41
<i>Child Custody</i>	42
<i>Home-School Communication</i>	42
<i>Office Records</i>	43
<i>Student Directory</i>	43
<i>Lost and Found</i>	43
<i>Right to Amend</i>	43
<i>Acceptable Use Policy</i>	44
<i>Parent Code of Conduct(Parent Copy)</i>	46

Saint Mary's Academy

Saint Mary's Academy, on the campus of Saint Mary's Church in Longmeadow, is a full day Pre-kindergarten through 8th grade Catholic Elementary and Junior High School under the Diocese of Springfield Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers and teachers. Vatican II texts are used so that our theology is in compliance with the bishops of the world. United with each other in meaningful liturgy and prayer, the students can further their understanding of the Christian life. At Saint Mary's, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Massachusetts guidelines and Common Core, are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program which makes use of many sources of reading material, a variety of audio-visual and technology tools and a multi-text approach to content areas.

Saint Mary's Academy Mission Statement

Saint Mary's Academy promotes academic excellence within a Christ-centered Catholic community. Students from Pre-K through grade 8 learn acceptance and appreciation of others and develop to their full potential within a nurturing family environment.

The Philosophy of Saint Mary's Academy

Saint Mary's Academy is a faith centered educational community. Our goal is to teach church doctrine and exemplify Gospel values as we respond to the church's educational commitment. Our community – faculty, staff, administrators, students and parents respond to the message of Jesus Christ which permeates our curriculum and our activities.

Saint Mary's strives to develop the moral, spiritual, cultural, physical and intellectual potential of each child. Through our curriculum, activities and daily lives, we concern ourselves with the total child. We endeavor to educate all aspects of the person by recognizing differences in learning style, by fostering an atmosphere of understanding and love and by our dedication.

We, at Saint Mary's, recognize our school as a tool of evangelization. We affirm Catholic doctrine and gospel values and dedicate ourselves to service of the global community by fostering the principles of peace and justice. We strive to inspire each other to life in the Holy Spirit and to make participation in the Liturgy and the Sacraments central to our lives.

We affirm Gospel values with respect to contemporary life in keeping with the Pastoral Message, "To Teach as Jesus Did". This doctrine states, "The educational mission of the church is an integrated ministry". We challenge our students to excellence while motivating them to develop an enthusiasm for learning. We give total regard to the unique giftedness of the individual child. We endeavor to affirm self-worth and self-image among all members of our community and to encourage the fulfillment of one's highest potential.

Accreditation

Saint Mary's Academy is accredited through the New England Association of Schools and Colleges.

Admission Information

Nondiscriminatory Policy

Saint Mary's Academy admits students of any race and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race or national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Saint Mary's Academy:

1. Siblings
2. Members of Saint Mary's Parish
3. Members of other Catholic parishes
4. Non-Catholic students

Children entering Pre-K must be four (4) years of age on or before September 1st.

Children entering Kindergarten must be five (5) years of age on or before September 1st.

Admission requirements include providing the following documents:

- * Health Records
- * Birth Certificate (original)
- * Baptismal Certificate (Catholic applicants only)
- * Report Cards
- * Standardized Test Results
- * Record of IEP (if applicable)

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Saint Mary's Academy will meet the educational needs of the students. An interview with the student is part of the admission process.

All new students will be given a trial period in which to demonstrate himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Saint Mary's Academy.

Non-Catholic students whose parents accept the philosophy of Saint Mary's Academy will be accepted on a space available basis.

Financial Obligations

**TUITION SCHEDULE
SCHOOL YEAR – 2015-2016**

PRE-KINDERGARTEN

Tuition Rate per child.....**\$4,900.00**

KINDERGARTEN

Tuition Rate per child.....**\$4,800.00**

GRADE 1 – GRADE 5

Tuition Rate for child.....**\$4,000.00**

GRADE 6 – GRADE 8

Tuition Rate for child.....**\$4,100.00**

MULTIPLE FAMILY DISCOUNTS

Tuition discount for second child*\$100 less full tuition*

Tuition discount for third child*\$500 less full tuition*

Tuition discount for fourth child*\$1,000 less full tuition*

FINANCIAL ASSISTANCE FORMS will be available online beginning in January, 2016.

***The application deadline to FACTS® Grant and Aid Assessment is March 15, 2015.**

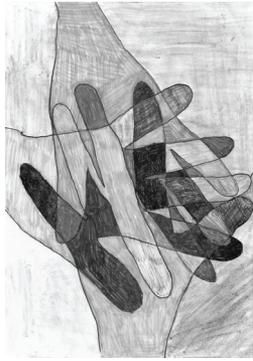
Tuition Payment Options:

Payment Options:

- Pay in full before August 1, 2015
- Enroll in the FACTS Tuition Management Service. Payments begin in July 2015.
- All Application Fees and Registration Fees are NON-REFUNDABLE.

St. Mary's Academy requires that each student's tuition is paid in full prior to graduation or promotion to each succeeding grade. Therefore, tuition payments must be completed before your Pre-Kindergarten, Kindergarten or Eighth-grade student can graduate their respective year or Final Report Cards can be distributed.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE PARISH ACCOUNTING OFFICE at 567-3124



FAIR SHARE VOLUNTEER PROGRAM

“One man gives freely, yet gains even more; another withholds unduly, but comes to poverty. A generous man will prosper; he who refreshes others will himself be refreshed.” Proverbs 11:24-25 NIV.

Mission Statement

The St. Mary’s Fair Share program is a vibrant partnership between families and the school community. Our goal is to effectively and equitably share the volunteer work load.

1. Partnership in our child’s education
2. Provide a model of community service for our children
3. Build a stronger sense of community amongst families
4. Provide opportunities for new initiatives and ideas

Saint Mary’s Academy strives to develop the moral, spiritual, cultural, physical and intellectual potential of each student. This is accomplished through the successful partnering of the teachers, the staff, the student and the student’s parent(s) and student family members with the common goal to prepare students to excel academically and socially in order to meet the challenges of a

changing world. Therefore, we are asking all families to do their share. Each family should be able to offer 30 volunteer hours per academic year during the day at school or at home doing other volunteer activities. When situations arise where families cannot perform their 30 Fair Share Hours, then a separate Fair Share bill will be sent in May for the cost of the hours not volunteered. The cost of each Fair Share Hour is \$10.00.

Parent's Role in Education

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

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

Once you have chosen to enter into a partnership with us at Saint Mary's Academy, we trust you will be loyal to this commitment. During these formative years (Pre-k to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment.

Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partners in the quest to challenge, yet nourish, the student to reach his/her potential. It is vital that 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 an investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model mature behavior and honest, supportive relationships.

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

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

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

Parents as Partners

As partners in the educational process at Saint Mary's Academy, we ask parents:

- ❖ Abide by the Parent Code of Conduct, which is appended to the Parent/Student Handbook
- ❖ to set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school ***on time*** and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time
 - Has lunch money or a nutritional bag lunch every day.
- ❖ to actively participate in school activities and fundraising activities;
- ❖ to see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- ❖ to notify the school with a written note when the student has been absent or tardy;
- ❖ to notify the school office of any changes of address or important phone numbers;
- ❖ to meet all financial obligations to the school;
- ❖ to inform the school of any special situation regarding the student's well-being, safety, and health;
- ❖ to complete and return to school any requested information promptly;

- ❖ to read school notes and newsletters and to show interest in the student's total education;
- ❖ to support the religious and educational goals of the school;
- ❖ to support and cooperate with the discipline policy of the school;
- ❖ to treat faculty and staff with respect, courtesy, and privacy in discussing student problems;

General Information

School Office Hours

The school office is open on all school days from
8:00 AM – 3:30 P.M.

School Hours

Grades Pre-K through 8: **8:30 AM – 2:45 PM**. Students not at Morning Prayer beginning at 8:30 AM are considered tardy.

The school doors at the gym entrance are opened for students at 7:30 AM. **Students arriving at that time will go to the Before School Program until 8:10.** Dismissal time is 2:45 PM for those leaving in car line and 3:00 PM for those leaving in walker line. Parents picking up children before dismissal must park on Bliss Street past the driveway and enter the building to sign out child/ren. Please check the school calendar and weekly newsletter for early dismissal dates.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time.

If your child(ren) is tardy, a parent **MUST** come into the Main Office and sign their child(ren) in. Excessive tardies will

have a direct impact on a student's academic evaluation and promotion to the next grade.

Students not picked up by the end of pick-up (3:00PM) will be sent immediately to the After School Program. Parents are charged the daily per child rate of \$6.00 per hour for using this program.

Extended Day Program

Before School program is from 7:30 am until 8:10 a.m.
Cost for this program is \$5.00. Parents will receive a monthly bill from the Finance Office.

Toys from home will be permitted at the discretion of the teacher of this program. Toys will not be permitted in the classroom during school hours.

After School program begins at 2:45 pm until 5:30 pm.
Cost for this program is \$7.00 per hour. Parents will receive a monthly bill from the Finance Office

All Jr. High students must sign in each morning when entering the gym for the purpose of accountability in case of an emergency.

School Visitors

School visitors (volunteers, parents, etc.) **MUST** check in at the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office.

Everyone who has direct contact with our students must have a CORI evaluation **one month** prior to volunteering in the school.

Attendance

A student's absence from school interferes with his/her academic progress.

Absence

When a student is absent from school, a parent should call the office by 10:00 AM each day of the absence. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal.

If a student is absent and the office did not receive a call they will be placing a call to a parent.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. **Missed assignments are the student's responsibility upon their return to school. Upon consultation with the teachers, work should be completed in a timely manner.**

Excessive absence can be cause for a student to be retained in the current grade for another year.

Absence during the School Day

Parents are required to sign out their child in the Main Office. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent.

Academic Information

Curriculum

The Diocesan curriculum guidelines, consistent with the State of Massachusetts guidelines and the Common Core Guidelines, are followed for the teaching of all secular subject areas. The entire Saint Mary's Academy curriculum can be found on our website.

It is mandatory that all students identify their work by labeling their work with their name. If a student neglects to do so, there will be an academic consequence.

Saint Mary's Academy offers students opportunities for growth in the following major subjects:

Religion

Catholic doctrine and tradition, Bible study, social justice, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held monthly for the entire school community.

The sacramental life of the children of the Catholic tradition is an important component of the religion curriculum at Saint Mary's Academy. Religious focus in Grade 2 consists of preparation for two sacraments, Reconciliation and Eucharist, which form the core of curriculum at this grade level. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

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

Language Arts

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and appreciation of Literature.

Mathematics

Mathematics Skills, Pre-Algebra, and Algebra I.

Physical Education

Physical fitness programs appropriate for each grade.

Spanish Grades 4-8

Vocabulary, common expressions, grammar, conversation, and culture.

Social Studies

History, Geography, Economics, Massachusetts History, and Current Events.

Science

General Sciences and Laboratory Experiences.

Handwriting

Students are expected to submit handwritten work in print or cursive using the D’Nealian handwriting method dependent upon teacher request.

Fine Arts

Music, Art.

Library

The school has a well-equipped library. Students are encouraged to use the library for curricular enrichment and pleasure reading. Borrowed books are to be returned on time and in good condition.

Computer Literacy

Word Processing, Data Base, Spread Sheets, Web Design, and Integration with Curricular Subjects.

Grading Scale

<i>A+</i> = 97-100	<i>C</i> = 73-76
<i>A</i> = 93-96	<i>C-</i> = 70-72
<i>A-</i> = 90-92	<i>D+</i> = 67-69
<i>B+</i> = 87-89	<i>D</i> = 63-66
<i>B</i> = 83-86	<i>D-</i> = 60-62
<i>B-</i> = 80-82	
<i>C+</i> = 77-79	<i>F</i> = 59 or below

Report Cards/Progress Reports

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year in grades 1-8 and two (2) times during the academic year for students in grades Pre-k and Kindergarten.

Pre-k through 2nd grade students has a skills based report card. Students in grades 3-8 have letter grades on report cards.

Grades 3-8 teachers will use Teacher Plus to post all grades so That students and parents will see graded academic work. In partnership with teachers, parents are expected to maintain awareness of their student's current grades in each subject area

Honor Roll

In grades 6-8 an honor roll will be released for each of the four marking quarters. In order for a student to attain **High Honors**, a student must receive all A's (A+, A, A-) for a grade in all full and part-time subjects and 1, 2 or 3 in work habits and an S in conduct for all subjects. In order for a student to attain **Honors**, a student must receive A's (A+, A, A-) and/or B's (B+, B, B-) for a grade in all full and part-time subjects and 1, 2 or 3 in work habits and an S in conduct for all subjects.

Parent/Teacher/Student Conferences

Two (2) Parent-Teacher-Student Conferences are held each year. The first will be in November. This is a mandatory conference for parents to attend in order to receive your child/rens report card. In April, conferences will be held for those teachers and/or parents who request a conference. All other report cards will go home with students. School is in half-day session during conferences.

Conference schedules are prepared and issued by the school office well in advance of the scheduled date. If a change is necessary, please contact the Main Office to make that change. Parents requiring additional conferences during the school year may make arrangements with the individual teachers.

Student Records

Parents requesting records/transcripts/recommendations must make this request five days in advance to the School Office. All forms should be submitted to the Saint Mary's Academy Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

Testing

The Iowa Test of Basic Skills is given in Grades 3 through 7.

Promotion Policy and Retention Policy

Advancement to the next grade in Saint Mary's Academy is based on a student's daily performance, test results, recommendations of teachers, the student's ability to complete work successfully, and daily attendance.

Promotion to the next grade depends on successful completion of all curriculum in all subject areas. The Administration may require the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. This will require frequent consultation of student achievement among teachers, administration, student, and parents. Opportunities and methods for improvement will be explored, and time for academic improvement will be provided.

Homework

Formal home-study is assigned to help students become **self-reliant** and **self-directed**. Homework is an extension of the learning that takes place in school. It reinforces the classroom learning and provides independent study, research, creative thinking, and ultimately encourages our students to become lifelong learners.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on individual assignments. If a problem arises, the teacher should be contacted.

Homework may be assigned to students daily throughout the school year.

Daily assignments are given by individual teachers. The amount of time may vary from day to day. Assignments should be completed in full and returned when they are due.

Students in grades 3-8 receive the Saint Mary's student planner and record all homework assigned including study work for tests as well as written assignments. Students in grades K, 1, and 2 have folders for homework.

Parents are encouraged to check their child's homework daily.

Nightly homework should not normally exceed the following time periods:

Grades K-2:	½ Hour
Grades 3-5:	1 Hour
Grades 6-8:	1½ Hours

Incomplete or missing assignments will adversely affect a student's grade.

Homework Policy Due to Illness

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

No assignment will be given in anticipation of a vacation and all work will be made up upon the student's return to school.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

Uniforms and Dress Code

Uniform components (pants, shorts, skirts, jumpers, blouses, shirts, vests, and sweaters) may be purchased through Donnelly's Uniforms or Blake's Uniforms:

Blake's Uniforms: 413.782.4123
Donnelly's Uniform: 800-498-0045 or
www.DonnelysClothing.com

Dress Code

- Saint Mary's Academy reserves the right to insist on the enforcement of all uniform and dress code rules by its students.
- No coats may be worn in class.
- No hats may be worn indoors.
- Girls' earrings must be studs only. **No jewelry is to be worn on gym day.**
- Boys are not allowed to wear earrings to school.
- Polo shirts may be worn untucked but winter shirts/blouses must be tucked in at all times.
- Boots may be worn to school but upon arrival students must change into their sneakers or shoe.

All students must be in uniform every day. There will be dress down days which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office until the parent can bring the proper clothing.

Uniform Guidelines

Pre-k students are required to wear the uniform polo shirt with the option to wear appropriate shorts, pants, skirts (for girls) sneakers, or shoes. They are also required to wear the gym uniform outlined below.

All black sneakers (or with a minimum of gray or white), or black dress shoe with no more than a one inch heel are required for grades K-8. **No sandal, no open-back shoes, no boots are permitted. A good running shoe is required for gym class grades 5-8 as students will be expected to participate in cardiovascular exercises both in the gymnasium as well as in our jogging program.**

All students – hair should be neat with bangs above the eyebrows. Boy’s hair should be above and not touch the shirt collar and trimmed around the ears. **Unnatural hair coloring is not permitted.**

No artificial nails may be worn. No tattoos of any kind. No Hologram contact lenses. No Henna.

No body piercing except pierced ears is permitted. Girls may wear **one pair of earrings not larger than a dime and without hoops.** Boys may not wear earrings of any type.

Pajama style pants may not be worn at any time.

The uniform should be clean and pressed with all buttons attached and hem intact.

Winter Option (BOYS):

- | | |
|-------------------|--|
| Boys Pre-k | Light blue, white, yellow, and red polo shirt with Saint Mary’s logo |
| Boys K-1 | Light blue, white, yellow, and red polo shirt with Saint Mary’s logo
Navy blue uniform pants
White or navy socks |
| Boys 2-8 | Navy blue uniform pants |

Light blue, oxford shirt
Navy blue tie
White or navy socks

Summer Option (BOYS):

- Boys Pre-K** Light blue, white, yellow, and red polo shirt with Saint Mary's logo
- Boys K-1** Light blue, white, yellow, and red polo shirt with Saint Mary's logo
Navy blue uniform shorts or pants
White or navy socks
- Boys 2-8** Light blue, white, yellow, and red polo shirt with Saint Mary's logo
Navy blue uniform shorts or pants
White or navy socks

Winter Option (GIRLS):

- Girls Pre-k-1** Light blue, white, yellow, and red polo shirt with Saint Mary's logo
- Girls K-1** Light blue, white, yellow, and red polo shirt with Saint Mary's logo.
Uniform jumper must be at or below the knee.
Navy blue uniform pants
White or navy socks
- Girls 2-5** Uniform jumper must be at or below the knee.
Navy blue uniform pants
White peter pan collar blouse.
Navy blue or white tights or socks.
- Girls 6-8** Uniform skirt, which must be at or below the knee.
Navy blue uniform pants
White oxford cloth shirt.
Navy blue or white socks.

Summer Option (GIRLS):

- Girls Pre-k** Light blue, white, yellow, and red polo shirt with Saint Mary's logo
- Girls K-1** Light blue, white, yellow, and red polo shirt with Saint Mary's logo.
Uniform jumper must be at or below the knee.
Navy blue uniform shorts
White or navy socks
- Girls 2-5** Light blue, white, yellow, and red polo shirt with Saint Mary's logo
Navy blue uniform shorts or uniform jumper
White or navy socks
- Girls 6-8** Light blue, white, yellow, and red polo shirt with Saint Mary's logo
Navy blue uniform shorts or uniform skirt
White or navy socks

A navy blue sweater or sweater vest may also be worn. This will be the last year Saint Mary's Academy navy sweatshirts can be worn with both the P.E. uniform and the school uniform. Beginning next year only the navy blue sweater or sweater vest will be allowed.

School socks may be crew length or ankle socks. **Socks should include no logo or writing, or be trimmed in colors.**

School will begin with the *summer option* and that will be in effect through the Friday before the Columbus Day Weekend.

The Winter dress code begins the first school day following the Columbus Day weekend.

The Summer dress code begins again on the first school day returning from April vacation.

Physical Education Uniform

Gym Uniforms:

Winter Option: All students are to wear the navy blue gym shirt and the solid navy blue gym pants, **both with logo**, (either sweatpants or wind pants no stripes down the leg) and navy blue sweatshirt, which can be purchased from Blakes or Donnelly’s Uniforms, white socks, and a good athletic shoe.

Summer Option: All students are to wear the navy blue gym shirt, the navy blue gym shorts, both with the logo, white socks, and a good athletic shoe.

Birthday Observances

Students may come to school dressed down on their birthday.

Dress Down Guidelines

Students may wear:

- *jeans
- *sneakers
- *sweatshirts
- *dresses

Students may not wear:

- *flip-flops sandals
- *no open back shoes
- *tank tops
- *T-shirts with inappropriate writing
- *Shorts more the three inches above the knee
- *pajama pants

Good Rule: If you think you might not be permitted to wear it, don’t.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL.

Health and Safety

Emergency Form

Prior to the start of the school year, a form is sent home asking parents to update our emergency file. Home and work phone numbers must be given as well as the names and phone numbers of at least two persons who have permission to act on the parents' behalf if the parent cannot be reached. The school office should be notified if a family moves or any phone numbers or contacts are changed. **Please make sure to fill out one Emergency Form per student.**

First Aid

First Aid (immediate temporary care in case of accident or sudden illness) will be administered when necessary. School personnel will give no care beyond first aid. The school is not able to accommodate students who are in need of care beyond first aid.

- * The school nurse is on duty on a part-time basis to administer first aid.
- * After first aid treatment, parents are notified according to severity.
- * A student is REQUIRED to go home when their temperature is 100*.
- * If student must be sent home, parents are notified to pick up him/her at the school nurse's office.
- * Students in need of going home must be picked up within a reasonable amount of time.
- * When parents cannot be reached, person(s) listed on the emergency forms will be called to pick up the student.

The Nurse

During the course of the year, the school nurse schedules vision, hearing and postural screenings. Each student is also weighed and measured. The nurse keeps an accurate and complete health record, including an updated listing of all immunizations as required by law.

Medication

Due to Diocesan Policy school staff may no longer administer medication. We request that parents ask physicians to prescribe medication that must be taken three times a day, (before school, after school and at bedtime) rather than a medication that must be administered at school. If a student needs medication administered at school and the school nurse is not here, a parent or guardian is advised to come to the school to administer the medication.

Parents (not students) are required to bring in all medications needed.

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, Tylenol, etc.) should be taken to the School Nurse with the following information:

- a. Doctor's note
- b. Child's name
- c. Frequency
- d. Dose
- e. Date

Communicable Diseases

State Board of Health rules and regulations

Disease	Minimum Period of Isolation
Flu	24 hours after all flu symptom have gone away
Chicken Pox	One week from appearance of eruption and all scabs are dry.
German Measles	Until Rash is gone.
Mumps	One week from onset of disease until swelling has subsided.
Pediculosis	Until free from lice and nits (eggs). Must be checked by nurse before re-entering school.
Scarlet Fever	For 7 days without drug treatment: or 24 hours after drug treatment has begun, with treatment continuing at least 10 days.

Please call the school and notify us if your child has a communicable disease.

Illnesses

Saint Mary's school policy states that all students must be free of fever, vomiting and diarrhea for a minimum of 24 hours before returning to school. Also any student with strep throat or pink eye must be medicated for a minimum of 24 hours before returning to school. This policy helps to reduce the spreading of illness throughout the school.

St. Mary's Academy reserves the right to request from parents a doctor's directive permitting a student to return to school.

Health and Immunization Regulations

Physical examinations are required before a student enters Pre-k, Kindergarten, grade 3 and grade 7.

Seventh graders must also have:

The completion of a series of three Hepatitis B vaccinations.

One booster Tetanus vaccination (if the student has not had one in the last five years).

One dose of Varicella vaccine or physician reliable history of chickenpox.

Food Allergy Policy

Saint Mary's Academy recognizes that life threatening food allergies are an important condition affecting many school children. In order to minimize the incidence of life threatening allergic reactions, first, Saint Mary's Academy asked that when sending in daily snack or birthday treats, that there are not any nut products in the snack. Secondly, St. Mary's Academy will maintain a system-wide procedure for addressing life threatening

allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Procedures for Life Threatening Allergy Issues

Notifications

The school nurse will be responsible for notifying classroom teachers of students who have life threatening allergies. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid and procedures for responding to a health emergency if the nurse is unavailable.

Classrooms

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be alerted. The emergency medical services will also be called immediately.

The classroom will have easy communication with the school nurse via telephone.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers, aides and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks

will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Sharing or trading food will be strongly discouraged. Parents should also educate their child/ren about the risks of sharing food.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

School Field Trips

Medications including an EpiPen and a copy of the student's Emergency Health Care Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen will be identified and introduced to the student as well as the other chaperones.

Training

In order to minimize the incidence of life threatening allergic reactions, Saint Mary's Academy will provide training and education for all Saint Mary's Academy staff.

The training will be provided to ALL school employees (including office staff, food service staff, etc.), and will include (but not be limited to):

A description/definition of severe allergies and a discussion of the most common food, medication, latex and stinging insect allergies.

The signs and symptoms of anaphylaxis.

The correct use of an epinephrine auto-injector (EpiPen).
Specific steps to follow in the event of an emergency.
Activating Emergency Medical Response - Dial 911.
Location of emergency EpiPen.
Policy and procedure will be reviewed at the beginning of every school year.

Conduct

In accordance with the stated mission of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interpersonal interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which are held to be commonly appropriate.

The Principal reserves the right to determine the appropriateness of an action if any doubt arises.

School Rules

Respect God

Respect yourself

Respect others

Respect your school

Respect life

Discipline Policy

The basic goal of any disciplinary goal is self-discipline, whereby students can internalize the fundamental principles and values of Christian life. The rights of each person to learn in a caring, Christian environment must be respected. Corrective action will be taken to make certain that the rights of everyone are secure and all students are safe. This policy was designed to ensure that students and their parents take full ownership and responsibility for their actions.

Serious Offenses

- Possession of weapons, drugs or alcohol including, but not limited to, guns, knives, or pocket knives; and/or questionable books and pictures.
- Willful destruction of property including markings, scratches, or any type of destructive act tending to destroy or spoil the building or equipment
- Cheating or collaborating with others during quiz or test periods
 - Giving or receiving help on tests or projects unless specifically permitted by the teacher is considered cheating.
 - Also, using the ideas or words of others without giving them credit is plagiarism and is another form of cheating.
- Smoking in the school building or on school property
- Repeated bullying: See below as defined by Massachusetts State Law
- **Online activity**: Engagement in online activity such as, but not limited to, Facebook, Twitter etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

- **Bullying and Cyberbullying:** Saint Mary’s Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**Seriously or in jest, in person or online**) face minimally parent contact.
- Fighting where one student causes intentional physical harm to another student.
- Any interaction on or off campus including internet activity falls in the jurisdiction of expected and appropriate St. Mary’s Academy student behaviors.

Massachusetts State Law:

“**Bullying**”, the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture of any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section bullying shall include cyber-bullying.

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds.

“**Cyber-bullying**”, 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 write, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimiles communications. Cyber-bulling shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (II) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of 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 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 clauses (i) to (v), inclusive, of the definition of bullying

- **The Principal reserves the right to determine the appropriateness of an action if any doubt arises.**

Serious Offense Procedures

Step Action

1. Student completes Incident Report.
2. Parents are contacted and student may be asked to leave for remainder of day.

If so, student immediately receives in-house suspension. Principal notifies Parent/Guardian of school's decision to suspend student.

Student, teacher, and Principal sign Incident Report; it is

- sent home with student.
3. Principal, Parent/Guardian and student meet at beginning and end of the day of the in-house suspension. Teachers will provide missed work, however no grades will be given for work missed on suspended day(s). Student will not be allowed to participate in Saint Mary's Academy sponsored activities during the suspension process such as school play, Field Day, athletic events, etc.
 4. Parent/Guardian and student watch designated video together.
Parent/Guardian and student complete discussion questions about video together.
Student may be asked to complete additional assignments such as read books or write essays.
 5. Principal, parent/guardian, and student will meet following suspension Assignment. Parent/Guardian signs Incident Report; a copy is placed in the student's file.
 6. **Principal informs parent/guardian that further offenses could result in immediate student expulsion.**

Minor Offenses

- Taking another person's property
- Any behaviors that disrupt the classroom environment or the flow of a class lesson. Such behaviors include, but are not limited to, showing disrespect towards the teacher and/or classmates, not listening to the teacher, continual touching of classmates etc.
- Use of cell phone, etc. during the school day..
- Gum chewing..
- **The Principal reserves the right to determine the appropriateness of an action if any doubt arises.**

Minor Offense Procedures

Action

- Student completes Incident Report..
- Student, teacher and Principal sign Incident Report.
- Copy of the report is placed in the student’s file and one is sent home with the student.
- Parent/Guardian must sign Incident Report and return the form to school next day in order for the student join the class.
- **Repeated incidents may result in implementing the Serious Offense Procedures.**

Emergency Drills

State Law requires that fire drills be held a minimum of twice during the school year. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close doors after exiting;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand facing away from the building;
5. Return to building when signal is given.

Crisis Plan

Saint Mary’s Academy has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building may be evacuated and students may be moved to one of two secure designated locations if circumstances require it:

1. Saint Mary's Church
2. Off Campus – Bay Path College Library
Information will be made available to parents through the Rediker system.

Weather Emergencies

Saint Mary's Academy follows the Town of Longmeadow School System weather policy with regards to inclement weather, i.e. snow. If it should be necessary to close the school for the day because of weather conditions, an announcement will be made over local television stations as well as a phone message through the Connect Ed System. Saint Mary's Academy rarely dismisses school early due to weather conditions. If a situation arises where we may need to dismiss early, a Connect Ed message will be sent to parents via all resources, phone, cell phone and email.

Field Trips

1. As field trips are designed to enhance school curriculum and provide a learning opportunity, **participation is not optional.**
2. All grades do not always have the same number of field trips.
3. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
4. A written **official school permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted.
5. **Note:** a fax does not take the place of an original signature.
6. A **telephone call will not** be accepted in lieu of the proper field trip permission slip.

7. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
8. All monies collected for the field trip are **non-refundable**.
9. **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.
10. The teacher will decide what attire is appropriate based on the location and activities the students will be doing.

Lunch Program

Saint Mary's Academy offers a hot lunch program daily at **NO CHARGE**. Meals are prepared by the City of Springfield at our school daily.

Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy.

Parents should not bring lunches from take-out restaurants.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are expected. Students are encouraged to clean their eating area in anticipation of the next group of students.

Lunch is served during 3 sessions

12:00 – 12:15 Grades 6-8

12:15 – 12:30 Grades 2-5

12:30 – 12:50 Grades Pre-K-1

15 minutes for eating lunch and 15 minutes for recess.

Hot lunches are available daily. Milk is also available for purchase. Prices are subject to change per the City of Springfield. Students do not have to get hot lunch every day.

Money

Whenever a student is bringing money of any kind to school he/she must bring it in a sealed envelope, clearly marked with name, grade, the amount and what the money is for.

Drop Off and Pick Up

All cars must have a name card clearly displayed in the front passenger window. Cards will be mailed home during the summer prior to the beginning of school in August. It is important that students are aware of the person and car that is picking them up.

There are two areas for morning drop-off :

1. If you are dropping off your child, please drive up along the near side of the parking lot along Hopkins Place. Then drive up to the Main Entrance. Please have your child/ren exit the car on the passenger side.
2. If you choose to walk your child into the building, please park your car somewhere in the remainder of the parking lot and walk your child in to the building. Please use the gym entrance beginning at 8:10 a.m. and plan on staying until Prayer time is over.

Bus

The Town of Longmeadow provides busing for those students who reside in the town and beyond a two mile radius of the school. It is mandatory that all students conform to the rules and regulation of the bus company. Violation of any such rule or regulation may result in the loss of this privilege.

If a student is going home with another student a written note to the teacher is required. This is for the child's safety

and insures the bus does not wait needlessly. If there is no note, the student will be sent home by the usual means of transportation.

Bikes

Students who ride bikes to and from school must:

- wear helmets (required by law)
- walk bikes on school property
- lock their bike in the bike rack on the Hopkins Place side of the school immediately upon arrival.

The school is not responsible for damaged or stolen bikes.

Walkers

Walkers will be released at 3:00 p.m. to parents/guardians or authorized caregivers. Student living within a two mile radius from the school, who have provided a written note in the office from a parent/guardian stating permission and clear directions, may leave the school without a parent/guardian present at 3:00 p.m.

All students beyond the 2 mile radius of the school will be released to a parent/guardian or authorized caregiver at the Hopkins Place exit.

No student will be dismissed as a walker to any business establishment.

Child Abuse Laws

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

Child Custody

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student's educational experience.

Parents and legal guardians of students are strongly encouraged to remain current with regard to their student's academic progress. Unless a court order decrees otherwise, either parent or legal guardian may view educational records and attend school functions or school meetings regarding the student. Official notices and report cards will be sent to the parent or legal guardian with primary physical custody of the student during the school year.

It is the responsibility of the parent or legal guardian with primary physical custody to provide current copies of court orders to the school. Child visitation and exchange of custody should not take place during school hours or on school property. The school will assume no responsibility for enforcing visitation or custody orders and reserves the right to prohibit parents or legal guardians from entering the school property if their conduct becomes disruptive to the school environment. Concerns regarding custody and visitation should be directed to the school Principal.

Home-School Communication

All school correspondence will continue to be listed on our website. Families will be asked to refer to the website weekly for important information from the Main office and nightly for homework assignments.

Office Records

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

Student Directory

Within the first months of the school year, each family will receive a Student Directory listing students' and parents' names, addresses, and home telephone numbers and email addresses.

The Student Directory should be used to acquaint parents with the names of their children(s) classmates and parents. Parents and students should be respectful and maintain the privacy of the content.

Lost and Found

Any items found in the school building, or on the school grounds, will be placed in the Lost and Found which is located off the front foyer of the school. **Items placed in the Lost and Found remain there for the one week. After each marking period, items not retrieved are donated to charity.**

Right to Amend

Saint Mary's Academy reserves the right to amend this Handbook. Notification of amendments will be sent to parents.

Acceptable Use Policy

Saint Mary's Academy shall:

- Attempt to filter out inappropriate material on the Internet
- Supervise and monitor students while on the Internet
- Provide students with an understanding and skills needed to use the computers appropriately

I want to use the computer and the Internet. I understand that there are certain rules about what I should do online. I agree to follow these rules.

1. I will not give out my email password to anyone (even my best friends) other than my teachers/parents.
2. I will not send a picture of myself or others over the Internet without my teachers'/parents' permission.
3. I will not fill out any form or request online that asks me for any information about my school, my family, or myself without first asking for permission from my teachers/parents.
4. I will tell my teachers/parents if I see any bad language or pictures on the Internet, or if anyone makes me feel nervous or uncomfortable or ask for personal information online.
5. I will not use any articles, stories, or other works I find online and pretend it is my own. Copying another person's work on the Internet and claiming it as your own is a violation of the United States copyright law. If you use another person's text or graphics you must credit the author and the source.
6. I will practice safe computing, and check for viruses whenever I borrow a disk from someone, download something from the Internet, or receive an attachment.

7. I will be a good online citizen and not participate in any activity that hurts others or is against the law or my school's policy, such as: Engagement in online blogs such as, but not limited to, MySpace.com, Xansa, Friendster, Face book, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the Academy, the faculty and/or staff, other students or the parish.

Saint Mary's Academy Rights and Responsibility:

- The school reserves the right to monitor all student electronic online activity
- The school reserves the right to deny access of the Internet to any individual
- Any violation of the Acceptable Use Policy may result in restriction or loss of Internet access

Cell Phone Policy

Cell phones must be turned in prior to Morning Prayer. If they are not, the phone will be placed in the principal's office and need to be picked up by a parent at the end of the school day. No Pictures or video's may be taken by a student of other students/faculty or staff with their phone. If this occurs the phone will be taken and a parent will be contacted.

PARENT CODE OF CONDUCT

In accordance with St. Mary's mission, as a parent/guardian of a child enrolled at St. Mary's Academy, I understand I am expected to conduct myself in an appropriate and respectful manner at all times when on school property, at school-related athletic events or other school-sponsored events, in the presence of students and other parents and, in general, in any of my dealings regarding St. Mary's Academy.

I will:

1. Work to foster a loving and supportive community by treating everyone with respect and dignity.
2. Avoid talking about people in a way that hurts their reputation, and avoid speaking in a vulgar, threatening, harassing or bullying manner, regardless of the forum, i.e., internet or social networking.
3. Attempt to address any concern I may have regarding St. Mary's with the principal or pastor as an initial step in resolving a conflict.

I will not:

1. Physically hurt, touch in a threatening or inappropriate manner, or humiliate anyone.
2. Engage in any activity that could be deemed a violation of civil or criminal law in relation to my dealings with St. Mary's.

I understand that a serious infraction of this Code of Conduct may result in the suspension or expulsion of my child(ren) from St. Mary's Academy.

(PARENT COPY)

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Student (s) name (s) _____

Parent Signature _____ Date _____

Parent Signature _____ Date _____

By signing we have read the Parent Code of Conduct and agree to endorse the Academy policies and procedures as stated.

RETURN THIS FORM TO THE MAIN OFFICE

(OFFICE COPY)

“Notes”

PARENT/STUDENT SIGNATURE PAGE –
Handbook/Policies

These guidelines allow our St. Mary's Academy community to live our mission statement fully. By being physically, emotionally, and spiritually prepared each day, we can completely embrace all of the educational opportunities our Academy has to offer.

If a parent/student disagrees with or refuses to abide by the policies of the Academy, the administration reserves the right to request the parent withdraw their child/ren from the Academy.

Student (s) Name (s) _____

Parent signature Date

Parent signature Date

Student signature Date

Student signature Date

Student signature Date

Student signature Date

By signing we have read the 2015/2016 Parent/Student Handbook and agree to endorse the Academy policies and procedures as stated.

RETURN THIS FORM TO THE MAIN OFFICE

