

***St. Mary's Primary School
Parent-Student Handbook
2008 – 2009***



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***Accredited by the New England
Association of Schools and Colleges, Inc.***

Forward

On behalf of the Administration and Faculty of St. Mary's Primary School, we wish to extend a warm welcome to you and your families.

St. Mary's Primary School supports and supplements parents in their responsibility as the primary educators of their children. We are looking to a regarding partnership between school and home. Our cooperative efforts, commitment and mutual support are essential as we strive to provide the best for our students.

Students are expected to attend school, make a conscious effort to succeed academically, and adhere to school rules and regulations. It is the responsibility of each student to respect the rights of others and their property as well as to support an environment that promotes good citizenship and is a model of Christ's teaching.

The purpose of this handbook is to inform the St. Mary's Primary School Community of the guidelines for student behavior, school-wide expectations and to give general information for school operations and procedures.

This handbook is not meant to cover every aspect of student and school life. However, it is intended to establish a set of guidelines for student behavior, as well as, good school operations.

As a result, the administration retains discretionary authority to consider mitigating circumstances in a given case. The handbook takes notice of the fact that St. Mary's Primary School is obligated to treat every student as an individual according to his/her educational development.

Mission Statement

It is the mission of St. Mary's Primary School to provide our students with a challenging and quality education, within the framework of a caring, safe and Christ-centered learning environment. We strive to educate the whole child with emphasis on respecting the uniqueness of each individual in developing his/her personal potential. Our commitment is to prepare and develop faith-filled, responsible citizens, and life-long learners who can meet the challenges of today's diverse world.

Overview

St. Mary's Primary School is a parochial elementary school for students in pre-kindergarten through grade five. We are committed to developing in children an understanding of the message of Jesus Christ, a commitment to life in the Christian community, which leads to loving service to those in need.

Founded in 1907, St. Mary's Primary School has a long history of maintaining standards of academic excellence and promoting the integration of Christian religious values for the spiritual growth of its students.

Genuine parental support and authentic teacher dedication are the assets that St. Mary's Primary School counts on to remain a viable force in the development of our students.

Philosophy

At St. Mary's Primary School, we believe ...

- Christ is the focus of our school and integral to our everyday actions;
- education must foster and develop the whole child, spiritually, academically, emotionally and socially;
- the foundation for academic excellence requires clear expectations, structure and high standards;
- each child is a unique individual, gifted by God with talents, abilities and the right to learn;
- our school community has the right to a safe and secure environment, where everyone is treated with dignity and respect;
- our students learn in different ways, therefore a variety of activities must be incorporated to accommodate differences in learning styles;
- that parents are the primary educators of their children and we seek to supplement the witness of parents and their faith communities through the education of the child.

Accreditation

The New England Association of Schools and Colleges, Inc accredits St. Mary's Primary School.

Admissions Policy

St. Mary's Primary School admits qualified students to its programs. It does not discriminate on the basis of sex, race, color, national or ethnic origin, or disability, if with reasonable accommodations; the applicant can meet the program.

Eligible applicants are accepted in the following order:

- Applicants who are siblings of students presently enrolled in St. Mary's Primary School;
- Applicants who are registered members of St. Mary's Parish in Taunton;
- All other eligible applicants.

This school follows the age requirements of the Taunton Public School district and to enroll at St. Mary's Primary School, a child must be:

- Three years old as of August 31st of the current year to enter into pre-k 3 program
- Four years old as of August 31st of the current year to enter into pre-k 4 program
- Five years old as of August 31st of the current year to enter into kindergarten

The following items are required to complete the admission/registration process:

- Completed registration form(s);
- Copy of the child's birth certificate, baptismal certificate (if applicable), and social security card;
- \$125.00 non-refundable registration fee (if space is available);
- Release of Information form (kindergarten through grade 5);
- FACTS Automatic Tuition Payment Agreement;
- Copy of the most recent report card, most recent standardized tests, Core evaluation I.E.P. (if applicable) and health records;
- Request for parish financial aid and St. Mary's Education Fund (optional)
- Completed Busing Information form (if applicable, City of Taunton residents only);
- Completed admissions test/screening (normally scheduled in the month of April/May).

Foreign students may be admitted in accordance with the existing requirements and regulations of the United States Department of Justice. Any student who is not a citizen or legal resident of the United States must have the legal documentation required by the immigration department to be admitted to this school. If the student's family is in the United States with refugee status, parents must submit a copy of their documentation from the United States immigration department. All students seeking admission under I-20 status must present an I-

20 form. Once appropriate official has sign the I-20 form, the school will make and keep a copy in the student's file. Parents are responsible to file the original with the appropriate authorities.

All kindergarten students must undergo a screening to determine their readiness for the kindergarten program. Students registering for Grades 1 – 5 must undergo entrance exams and readiness tests as well as provide previous report cards and records. All of this information will be utilized in identifying each student' strengths and weaknesses.

The administration reserves the right to require a conference with an applicant and his/her family before a final decision is made. The administration has the right to deny admission based on social and/or academic performance.

St. Mary's does not have the capability to provide special services to students. Therefore, the administration reserves the right to request withdrawal if a student is unable to meet the educational/social requirements of the school.

All new students admitted to St. Mary's School are placed on a three-month educational probationary period.

Financial/Fee Refund Policies

The administration in conjunction with the Finance Committee sets the tuition for each school year.

Tuition Rates (2008-2009)

Full-day Pre-Kindergarten Program	\$4,200.00
Half-day Pre-Kindergarten – Grade 5	\$3,650.00

The policy of a \$50.00 reduction for the second and third children of the same family remains in effect. A family having four children enrolled in the school at the same time receives the fourth child's tuition for free.

The above tuition does not include a \$250.00 fund raising assessment, which is added to the tuition if a family does not participate in the selling of the calendars. This is our only mandatory fund raising activity.

The above tuition does not include the \$150.00 registration fee or the \$150.00 book/technology fee.

Tuition Payment:

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment shall include:

1. **Full Payment:** Under this plan, the entire amount of tuition including the annual book/technology fee is paid on or before July 1st. This payment should be made directly to St. Mary's Primary School.
2. **Monthly Payments:** Under this plan, the entire amount of tuition including the annual book/technology fee is paid monthly over an eleven (11) month period beginning in July through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through your checking or savings account. Those choosing this plan will complete a FACTS agreement form to authorize the automatic monthly payments on either the 5th or the 20th of each month. The fee for this payment plan is \$35/family.

Late Registrations:

1. Families registering after July 1st shall be expected to fulfill their tuition obligation according to the tuition policy stated above.
2. Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula.

Late Payments:

It shall be the responsibility of each school family to keep the principal informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late:

1. **Full Payment:** If payment is not received on or before July 1st, the family will be contacted within five (5) days by the principal concerning the missed payment and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments must be made through the FACTS Tuition Management Plan.
2. **Monthly Payments:** School families who choose the eleven (11) month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$25.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS within 20 days.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within fourteen (14) calendar days of the second missed payment will be informed that their child(ren) will not be readmitted to school according to the specifications of this policy.

Non-Admission of Students Due to Tuition Delinquency:

School families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements made with the principal will be informed that their child (ren) will not be readmitted to school. All families must be current in the payment of tuition:

If tuition is delinquent as of August 20th:

Students may not be admitted on the first day of school

If tuition is delinquent as of December 20th:

Students may not be admitted on the first day of class in January

If tuition is delinquent as of March 20th:

Students may not be admitted on the first day following spring break

If tuition is delinquent as of May 20th:

Students may not receive report cards and permanent records will not be released. In the event that it is a grade five student, he or she will be denied the right to participate in the graduation exercises.

Delinquent Tuition from Previous Years

All previously unpaid tuition must be paid by August 20th if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to St. Mary's Primary School. If payment is not possible, suitable arrangements must be made with the principal.

A student entering or transferring from another school in the Diocese of Fall River shall satisfy all financial obligations previously incurred at the school before the student may be enrolled at the receiving school. The sending school should notify the receiving school that financial obligations have not been met.

Tuition Refund Policy

- The \$150.00 Registration Fee is non-refundable.
- Families will not be entitled to a refund of any paid tuition if a student is withdrawn from the school, except in the cases of relocation or financial hardship. *In that case, tuition will not be refunded for any tuition payment month, which has begun.*

Financial Aid

Local Pastors have offered financial assistance of up to \$300/student for those in need. Financial Aid forms are available in our business office. Also, the Diocese of Fall River makes scholarship funds available through the St. Mary's Education Fund. There is an application process and applicants must apply each year to be considered for aid. This fund is not affiliated with St. Mary's Parish.

ACADEMIC POLICIES

Homework

Homework serves, as an extension of the learning process, which occurs in the classroom, is an integral part of the school program. Teachers assign homework for a variety of reasons – additional practice of a new concept introduced in class, review and reinforcement of a previously acquired skill, project work that requires more time than is available during the school day to complete, etc.

Completing homework and being sure it is brought to school when due also provides your child with an opportunity to develop personal responsibility. Parents/Guardians are encouraged to provide a quiet place to do homework and to monitor their child's study habits. Parents/Guardians should guide, but not do the homework for the child.

Our time allotments for homework are:

	<u>Minimum</u>	<u>Maximum</u>
Kindergarten	10 minutes	15 minutes
Grade 1	10 minutes	15 minutes
Grade 2	10 minutes	15 minutes
Grade 3	15 minutes	30 minutes
Grade 4	30 minutes	60 minutes
Grade 5	30 minutes	60 minutes

If a child does not have a homework assignment at the time that it is being collected or checked:

- The teacher indicating the missing assignment will issue a Homework Alert Form. A carbon copy of this form will be retained by the teacher until a parent has signed the student's copy and returned it to school the next day.
- The missed homework assignment must be completed and returned with the Homework Alert Form the next day if the student is to receive any credit for the assignment. One letter grade may be deducted since the assignment is late.
- If the missed homework assignment is not completed and turned in on the next school day, the student may receive a zero for the assignment. This zero will negatively affect the student's final trimester grade in that subject.
- In the event, the student does not get the Homework Alert Form signed and returned by the next school day, a copy of the original form will be mailed directly to the parents for a signature. A note will be included that will indicate that the student has received a zero for this missed homework.
- If a student has an excessive number of missed homework assignments, the classroom teacher will request a conference with a parent to discuss an action plan to correct the problem. Keep in mind that a student's grade will be negatively affected by missed homework assignments.

Grades and Grading

St. Mary's Primary School follows the Fall River Diocese grading system.

Grades 1 - 5:

Progress Key:

A	(90 – 100)	M - Demonstrates mastery/consistent strength
B	(80 – 89)	P - Making steady progress/satisfactory
C	(70 – 79)	R – Modifications required
D	(65 – 69)	N – Not working to capacity
F	(0 -64)	NC – Not covered at this time

Pre-Kindergarten and Kindergarten:

- M – Demonstrates mastery/consistent strength
- P – Making steady progress
- R – Requires modifications/extra assistance/time
- N – Not working to capacity
- NA – Not covered at this time

Skill/Effort/Conduct Key Code:

- 1 - Always
- 2 - Developing
- 3 - Sometimes
- 4 - Rarely

Progress Reports

In the middle of each trimester, students in grades one through five will receive a progress report identifying strengths and weaknesses in his/her various subjects.

Progress reports will be distributed in October, January and April. These reports are for school-home communication purpose only and do not become part of a student's permanent record. Parents are requested to sign and promptly return the report to school.

Report Cards

Report cards will be issued in grades one through five utilizing the trimester model. Report cards are distributed in December, March, and June. Pre-kindergarten and kindergarten progress reports will be distributed in February and June.

Questions or concerns about students and grades are discussed first with the teacher and then with the administration. Appointments must be made with the teacher.

Standardized Testing

The IOWA Test of Basic Skills is administered in grades two through five and the Cognitive Abilities Test in grades three and five. These tests are used to evaluate the child's aptitude and achievement in basic learning areas. The faculty to improve and evaluate the curricula and programs, in order to meet the needs of the total student population as well as the individual student, uses the results of the tests. The scores are sent home for the parents as well a copy for the student's records.

Attendance

Regular, prompt attendance is essential for success and to the quality of each student's academic progress. It is our hope that students understand the importance of regular attendance, punctuality and consistency. In academic endeavors, if a student is absent more than thirty-two school days, he/she may

be retained in that grade. The only exception will be days excused by a doctor's certificate.

Parents are required to call the business office (508-822-9480) before 9:00 a.m. if a student is going to be absent. Also, if necessary, we do have an answering machine to take your information, so calls may be made throughout the night. If the parent does not call before 9:00 a.m., the school will call the parent or person designated as an emergency contact. These calls will be documented and kept in the business office.

By law, a student must present a written excuse to his/her teacher when he/she returns after an absence. After five consecutive days of absence, a doctor's certificate is required. It is the student's responsibility to make sure all missed work is completed within a reasonable amount of time after returning to school.

Tardiness

A student arriving to school after 8:55 a.m. will be marked tardy and must get a late slip from the office. The classroom teacher should bring habitual tardiness to the attention of the administration, as well as note it on the student's report card.

Early Dismissal

Students should not be released from school except for serious reasons. If these reasons exist, please follow this procedure:

A request to have a child excused from school early should be sent with the child on the morning of the early dismissal. The time and reason for leaving should be included. A child will only be released to the parents, unless the school has been notified in writing. The student is responsible for all work that is missed

The person picking up the child must be on that child's emergency form. At the time of early dismissal, the parent or authorized person must report to the office to sign the Early Release Register.

Students who leave early must have completed a minimum of four hours to be considered "in attendance". Students who leave before completing four hours will receive an incomplete for the day. This is considered a day absent. The child will be called down from the classroom when the parent/person picking up the child arrives in the office. No child may be dismissed between 2:45 – 3:00 p.m.

Appointments

Since continued absences and early dismissals can hinder a child's academic progress, appointments should be scheduled after school hours. In cases where this is impossible, a written request for early dismissal must be submitted to the school.

Family Vacations/Trips

It is strongly recommended that vacations be taken during the scheduled school vacation times so that the learning of all the students is not needlessly interrupted. Any child's absence for more than one day affects the learning of all students in the class because the presentation of information has to be adjusted.

In cases where parents do not follow the above recommendation, the following procedure must be followed if the student intends to make up any and all missing assignments and tests:

- A note must be sent to the classroom teacher and principal before the absence stating the length of the absence. Teachers will not provide work to be completed in advance.
- Once a note has been received, the classroom teacher(s) will collect all missing assignments and tests in a folder for the child during his/her absence.
- In the event of missed work due to a vacation that the student has taken outside of the school's established vacations, the parent must make an appointment to meet with the classroom teacher to receive the packet of missed work. It is the parent's responsibility to make this appointment within 2 days after the vacation. The missed work will only be given to the parent/guardian. The packet of missed work must be discussed and reviewed with the teacher in order to set up due dates and make up test dates.
- It is the responsibility of the parent/guardian and/or student to request either before or after school help from a teacher in the event the student does not understand any missed work or test.
- All tests and quizzes must be made up either before school or after school. We will not interrupt the learning of all the students by allowing tests and quizzes to be made up during the school day. It is the parent's responsibility to set up any test/quiz make up times with the classroom teacher by the deadline established by the teacher.

All absences, tardiness, and early dismissals are recorded on the student's report card, as well as permanent record card.

Promotion/Retention

Promotion of a student to the next grade will be primarily on the basis of ability to do the next grade's work, and only secondarily on the basis of chronological age, maturity and social development. Students who have not achieved sufficient mastery of curricula should not be promoted to the next grade, but rather should be assigned or transferred.

The principal is responsible for the promotion and classification of students. However, decisions in this regard should be made only after consultation with the student's teachers and other advisory staff. When a student is to be retained for a second year in any grade, a conference with the parents/guardians is to be arranged well in advance of school closing.

In the event a student's entering the next grade simply because a parent wishes the child to be in the next grade, over the advice of the professional staff, parents must sign a statement stating that they realize that the transfer is against the professional advice of the staff.

Educational Records

St. Mary's Primary School keeps all educational records required by state law. The school complies with the provisions of the Family Educational Rights and Privacy Act of 1976, also known as the Buckley Amendment. Parents have a right to inspect the educational records of their children. The Family Education Rights and Privacy Act (Section 99.4) states that "both parents, whether custodial or non-custodial, or an eligible student have the right to inspect and review the student's educational records. Parents have the right to request removal of material and, if such request is denied, to add their own written statements to the records. All requests to review records should be in writing at least twenty-four hours in advance of the review.

The following documents are placed in a student's record: academic transcripts, academic testing, and emergency forms.

Transfer of Records

St. Mary's Primary School maintains academic and personal records for each student. Information included in these records may be released only with written parental permission.

In transferring to another school, the records will be sent only after a Release of Records Form has been completed in both schools. The documents mentioned above are the only contents that will be forwarded to a new school. For safety reasons, records will not be given to parents or guardians to transport.

No educational records will be transferred to another school until all financial obligations to the school have been met. Health records will be sent in accordance with state law.

Non-Custodial Parent

St. Mary's Primary School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. If duplicate school notices, report cards, etc. are needed, please notify the school in writing.

Issues of Child Custody

St. Mary's Primary School requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. If no such copy is on file, school officials will presume that both parents have custodial rights. School officials will make all reasonable efforts to ensure that children are released only to the appropriate parent at the appropriate time according to the court-mandated custody arrangements. However, parents must accept the primary responsibility for such arrangements and should instruct their children as to which parent should have physical custody of them on any given day.

COMMUNICATIONS

Parent-Teacher Communication

Parents are strongly urged to contact the teacher whenever the need arises. If you call during the school day, the office will leave the teacher a message to return your call.

If you wish to have a conference with your child's teacher, please call, email or write ahead to the teacher to make an appointment. Our teachers' schedules do not allow for drop-in conferences at any time.

Please allow the teacher sufficient time to investigate a situation. If you have received no response from the teacher within a few days' time, please follow up your original communication with a phone call or note. If you are not satisfied with the resolution made by the teacher, you may contact the administration. If you are still dissatisfied after taking these steps, you may contact the pastor.

It is very important that everyone involved are aware of the complete facts. No final decisions will be made until all the facts have been sufficiently considered by all parties involved.

Communication notices are sent home weekly with the students and will also be posted on the St. Mary's Primary School's website: www.stmarystaunton.com.

Parent-Administration Communication

Parents are strongly urged to contact the administration whenever the need arises. If you call during the school day, the office will leave the administrator a message to return your call.

If you wish to arrange a conference with the administration, please call or write ahead to the to make an appointment. Also, through e-mail:

Mr. Brian M. Cote (bcote@stmarystaunton.com)

Mrs. Sandra M. Parker (sparker@stmarystaunton.com).

Grievance Policy

It is integral to the school's philosophy that union and charity exist among parent/guardians, teachers and students. Therefore, the following steps can serve as a useful tool in solving school problems that may arise in the course of the year.

- Students first discuss the situation with the teacher involved and vice versa.
- If needed, student and parent/guardian approach the teacher for clarification.
- Student and parent/guardian meet with the principal and the teacher if further clarification is needed.
- Principal arranges a meeting with the pastor and all parties involved, if grievance is unresolved.

Confidentiality

Administrators and teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

Office Communication/Correspondence

All correspondences to the St. Mary's Business Office must be in clearly labeled envelopes. Please put your child's name grade (using both numbers 1-1, 1-2, 1-3 or your child's teacher's name) and what each envelope contains. When paying for several items on one day, please send separate checks for each item, as the money is distributed into several different accounts.

Phone Calls

Students, as a rule are not allowed to make or receive telephone calls during the day. Only emergency calls are allowed. Calls for homework or permission to go to a friend's house are not considered emergencies.

Please do not call the office for homework request. The office will not assume the responsibility for homework request or similar messages.

St. Mary's Primary School has Caller ID service, if you have a private number and you are trying to telephone the school, you must first dial *82 to unlock your number. After the call is terminated, your private number will be reactivated.

Emergency Information

The Emergency Form must be kept updated. Please notify the business office immediately if there is a change in your address, telephone number, work number, baby-sitter or persons to contact in an emergency. Please include cell phones and pager numbers.

Children will only be released to people whose names are on this form. We must have at least four people to call in an emergency. This information is very important to you and to us in case your child becomes ill or injured.

No School/Early Dismissal Information

St. Mary's Primary School follows the "No School" announcement of the Taunton Public Schools:

- Inclement weather
- Late starts
- Early dismissal due to inclement weather

No School announcement will be broadcast between 6:00 a.m. and 8:50 a.m. on television channels 4, 5, 6, 7, 10 and cable 9. In addition, a recorded announcement at St. Mary's School (508-822-9480) will confirm the school cancellation, as well as, be posted on our school's website.

If it is necessary to dismiss early due to inclement weather or any other emergency, every effort will be made to notify parents/guardians and to guarantee the safety of the students.

Counseling Opportunities and Expectations

All diocesan schools have access to a Crisis Intervention Counselor through Catholic Social Services.

In times when the school must seek counseling opportunities or crisis intervention, the Office of Catholic Social Services of the Diocese of Fall River is contacted. The counselor is available for short-term counseling (i.e. divorce, death, adjustment issues, etc.). Any requests for counseling must be made to the principal and arrangements for an appointment will be made according to the counselor's schedule and the impending needs of other students in the diocese.

Counselors may see a student up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever the concerns arise.

Evacuation Plan

In the event that conditions within the school necessitate a site evacuation, the safe evacuation of the students will be the primary activity. The following procedures are to be followed:

Principal/Assistant Principal:

- Call 911 (if necessary)
- Principal issues evacuation procedures and consults with Pastor (if warranted).
- Principal determines if students and staff should be evacuated outside of building or to the primary or secondary relocation centers.
- Principal notifies the relocation center(s).
- Direct students and staff to follow the fire drill procedures and route. Follow alternate route if the normal route is too dangerous.
- Close all windows.
- Turn off lights, electrical equipment, air conditioning and heating system.
- Place evacuation sign in the window(s) of the doors.
- Lock doors.

Teachers:

- Plan to evacuate with your students. Direct students to follow the normal fire drill procedures unless Principal alters the route.
- Close classroom windows, doors, and turn out the lights.
- Take a copy of class roster and something to write with.
- When outside building, account for all students. Inform principal immediately if student(s) is/are missing.
- Account for all students at your arrival at the relocation center.

Relocation Center(s):

Primary Relocation Center:

Coyle & Cassidy High School
2 Hamilton Street
508-823-6164

Secondary Relocation Center:

St. Anthony's Parish Hall
126 School Street
508-822-0714

CATHOLIC FAITH

Liturgy

Liturgy is the center of our Catholic faith and as such plays a vital part in the life of each student. Liturgical and para-liturgical services provide a setting for the development of a fully Christian life. The gathering of the St. Mary's community, at prayer and Eucharist, at various times throughout the school year nourishes its members and unites them in Christian spirit.

Prayer

Prayer is an integral part of daily life at St. Mary's Primary School. Each day begins and ends with prayer. Prayer services attended by student body are scheduled at regular intervals.

Sacramental Preparation

The sacramental preparation (Baptism, Penance and Communion) of the children at St. Mary's Primary School is the responsibility of their parents and faith communities. St. Mary's seeks to provide a religious instruction curriculum, which is age appropriate for faith development and which seeks to supplement the instruction that takes place in the homes and faith communities of the children. Parents must contact their pastor for the requirements for their child for sacramental preparation.

The staff of St. Mary's will assist parents and their pastors in the preparation of children for the sacraments. A child's attendance at St. Mary's Primary School is not sufficient preparation for the sacraments.

SCHOOL WIDE EXPECTATIONS AND DISCIPLINE

Student Expectations:

Students represent St. Mary's Primary School wherever they go. All students are expected to witness Christian values in all of their actions ... at school, at home and in their communities.

Parents and teachers should be able to expect the following from the students:

- Be active participants in the learning process;
- Be courteous and respectful of all staff and students;
- Respect school property, as well as their own and that of others;
- Listen and follow directions;
- Walk quietly and in an orderly fashion in the building at all times;
- Dress according to the school uniform policies;
- Complete all classroom and homework assignments;
- Seek additional help from teachers, when needed;
- Accept responsibility for getting school communications home;
- Bring daily lunches when not participating in hot lunch program;
- Refrain from any inappropriate behavior or conduct unbecoming of a Christian student.

Please note: Every student is a St. Mary's Primary School student at all times. A student who engages in conduct, whether inside or outside the school that is detrimental to the reputation of the school may be disciplined by the school administration.

Parent Expectations

Students and teachers should be able to expect the following from the parent(s):

- There will be a respectful communication with staff and the teacher's professional judgment will be supported.
- Any concern will first be brought to the attention of the teacher or staff member who is directly involved so that an appropriate discussion can take place to rectify the concern.
- Assure that the student is fully prepared for school and class each day. (i.e. supplies, lunch, homework, uniform, prompt arrival, etc.).
- Anything that interrupts the learning/teaching time will be avoided.
- Assist in the financial operations of the school via prompt payment of all fees, dues and tuition.

Teacher Expectations

Parents and students can expect the following from their classroom teacher:

- Rules in the classroom will be set to be fair, as needed, so that the classroom can run smoothly.
- There will be clear, timely, and respectful communication with parents and students.
- Class work and homework expectations will be clearly defined with appropriate time frames.
- Social issues will be addressed using our available resources. We encourage students and parents to make us aware of any social issues.
- Grades and assignments will be returned in a timely manner.
- Family and student information, progress and concerns will be kept confidential.
- We will consistently demonstrate professional behavior in the classroom and in all that we do at St. Mary's Primary School.

Discipline

We believe all our students can behave appropriately in our school. In order to guarantee your child, and all the students in our school, the excellent learning climate they deserve, we will tolerate no student stopping us from teaching and/or any student from learning.

School Wide Rules:

- Every student will treat other people in a Christian manner.
- Every student will respect school property and the property and rights of others.
- Every student will keep hands, feet and objects to himself/herself.
- Every student will come completely prepared for school and every class.
- Every student will raise his/her hand and will wait to be called on before speaking out.
- Every student will follow the specific grade level classroom rules.

Component Parts of the System of Student Discipline

The component parts of the system of student discipline are as follows:

- Warning (verbal or written) by teacher/administration;
- Detention or Loss of Privilege;
- In-School Suspension;
- Out-of-School Suspension;
- Expulsion.

The nature of the violation will determine the consequence assessed by the classroom teacher or the administration. The school administration is the final recourse in all-disciplinary situations and may waive any disciplinary rule for just cause at his/her own discretion.

Detention

At all times, the classroom teacher will keep parents and the administration informed of any student's unwillingness to comply with classroom rules. A student who is given a detention is to serve it with his/her teacher or the administration, when it is assigned, regardless of any prior commitments. Parents will be notified of the detention and are responsible for the child's transportation home.

Any student not picked up at 4:00 p.m. will be sent to the Extended Care Program and will be billed at the end of the month for this service.

Suspension/Expulsion:

Suspension and expulsion are invoked for serious infractions of school policies and shall be within the jurisdiction of the school administration. The principal in the event of suspension and/or expulsion will notify parents. A student leaving under the terms of expulsion will not have his/her tuition payment refunded.

Bus Conduct

The City of Taunton supplies bus service for Taunton residents only. Please review the Bus Safety Rules below with your child.

St. Mary's Primary School follows Taunton Public School bussing regulations with respect to eligibility and behavior. The bus operator is in charge of the bus and the passengers. He/She is responsible for the safety of the children and their

conduct on the bus. Students should always be mindful that they hold in their keeping the good name of the school and should so conduct themselves as to bring no discredit upon it. Behavior of children on buses is a safety concern and will be enforced improper conduct may cause the termination of this transportation privilege.

All St. Mary's Students must adhere to the following bus rules:

- Students are to wait for the bus at the assigned stop in an orderly manner until the bus comes to a complete stop;
- Students are to refrain from any harassment of the public or damage to public or private property at the designated stop;
- Students are to board and exit the bus in an orderly fashion;
- Students are to remain seated at all times until they reach their destination;
- Students shall not eat, drink or litter on the bus;
- Students are not to throw objects on the bus or extend objects and or body parts outside the bus;
- Student must cross in front of the bus because state law prohibits crossing behind the bus.

Students who violate these bus rules may be denied transportation and it will be the responsibility of the parents to transport the child to and from school.

Playground Rules

The playground equipment and area(s) are intended for the safe use and enjoyment by all students. For the safety of all, the students are to adhere to the following playground rules:

- No pushing
- Slide:
 - No climbing or running up the slide
 - Use only in a seated position
 - No coming down the slide on your stomach
 - No coming down the slide head first
- Walking only – never running
- Double Beam Kid Koaster:
 - 1 child at a time
 - No pushing – child on the Koaster must push himself/herself to the end
- See Saw:
 - Only 4 children on the see-saw

- Sitting down only
- No children touching the middle of the see-saw or pushing down the ends of the see-saw.
- No children standing on the deck(s). You must keep moving to allow others onto the deck(s).
- No switching slides on the monster slide. You must go down the slide you are on.
- Blue Satellite Climbing:
 - No standing
 - You must crawl to move along – Never stand
- Only slide down the Fireman Poles. Do not shimmy up.
- Monkey Bars:
 - Only 4th & 5th graders may use these bars.
 - No pushing – if you get tired just jump down.

EXTRA-CURRICULAR ACTIVITIES

St. Mary's Primary School recognizes that extra-curricular activities are an important part of the educational experiences. Every student has a right to join the activities and to be evaluated fairly. The extra-curricular activities offered consist of: After School Programs, Yearbook Club, Drama Club, Boy Scouts, Girl Scouts, etc...

All students who wish to participate in extra-curricular activities must meet the eligibility requirements as well as contingent upon satisfactory academic performance and behavior.

Field Trips

Field trips are privileges afforded to students. Students may be denied participation if they fail to meet academic or behavioral requirements. All field trips will have an educational purpose.

Under no circumstance will a child be able to attend or participate in a field trip without a diocesan permission slip signed by a parent/guardian. Verbal permission for participation in a field trip will not be accepted. An official signed diocesan permission slip may be submitted by fax will be accepted.

Parents will be asked to pay for the cost of these trips based on the actual price of admission and transportation. School Life activities help to subsidize these

costs when possible and the school also applies for grant funding through the Massachusetts Cultural Councils. Funds cannot be reimbursed.

Listed below are the Field Trip Procedures that have been developed, which must be strictly adhered to:

All chaperones must have completed a volunteer application, Code of Conduct form and successfully completed the CORI as well as attended the Abuse Prevention Training Workshop;

Teachers/Administrators will serve as supervisors and coordinators making all the key decisions regarding field trips. Chaperones shall follow all directives and realize the teacher's authority during this school-time activity. Chaperones will follow all field trip instructions for students, especially those regarding lunch;

Chaperones are responsible for their own field trip expenses;

Any child requiring medication on the day of the field trip must be accompanied by a parent or legal guardian;

The school bears no insurance responsibility for parents who choose to attend the field trip and drive in private cars;

Chaperones shall not buy food, gifts, or give money to other students;

Chaperones shall inform the teacher or another chaperone when leaving the larger group for bathroom needs. Two or more students shall be taken to the bathroom at the same time. (It is not a good idea to take one child to the bathroom). Remaining students from the small group must be left with the teacher or another chaperone;

All students must travel to and from the field trip on the bus. Chaperones may not drive their own children in cars;

Chaperones shall follow set schedules and attend promptly to all meeting times;

Chaperones may not apply sun tan lotion or give any medication, cough drops or food or drink of any kind (allergies);

Children NOT enrolled at St. Mary's Primary School may not attend field trips.

A sample of the diocesan School Field Trip Parent Consent/Release Agreement may be found in the appendix of this handbook.

HEALTH RELATED POLICIES

This school respects the parents as persons responsible for the health care of their children. This school's staff will cooperate with all reasonable medical requirements, but parents must understand that the school is primarily an educational institution. If your child has any medical condition or health problem, please inform the schools nurse so that we may be better prepared to assist him/her

Immunization and Physical Examinations

Students are required by law to meet current immunization requirements prior to the start of school. All pre-kindergarten, kindergarten and new students must have documentation that these requirements have been completed. Your child's registration is not complete until the school nurse has this information. Also required by law are the results of a current physical exam. These are required for all pre-kindergarten, kindergarten fourth grade and new students. A current physical exam is defined as one within six-months of the start of school.

Doctor's Certificate

Parents are asked to refrain from sending sick children to school. The school will use its discretion in calling parents/guardians to come for a child who appears to be sick or has a temperature greater than 100°F. A child may return to school 24 hours after his/her temperature is normal.

If a child is absent due to a communicable disease, the office must be notified. The child will not be allowed into the classroom without a doctor's certificate. Also, when a child comes to school with a cast, brace, stitches, and staples or after a surgery or hospitalization for illness, they must have written doctor's orders explaining the nature of the injury or whether the child has any physical restrictions. Physical education and recess will be allowed with doctor's orders AND at the discretion of the physical education teacher and the health office.

Physical Education

No child may be excused from physical education for more than one week without written notification from a doctor stating the reason. The excused student may not resume physical education until the school receives written notification

from the doctor. These excuses are to be submitted to and maintained by the nurse/business office.

Any child who breaks a bone cannot take physical education with a cast or wrap. He/she cannot return to class unless he/she has a note from the doctor. Any child with stitches cannot take physical education until the stitches are removed and he/she have a note from the doctor or parent allowing them back to physical education. Any child with a sprain that requires a wrap cannot take physical education. He/she may return to class when they do not need the wrap and have a note from the parent

Health Screenings

Auditory and Vision Tests are administered annually. Each year, physical exams are given to students in grade 4 and scoliosis exams in grade 5.

Reporting of Accidents and Injuries

This school will promptly record in writing and report any student accidents or injuries to the affected students' parents. Reporting does not constitute an acceptance of liability.

Administration of Medication

The distribution of medication during school hours is highly discouraged. If a child is in need to take a medication three times a day, it is strongly recommended that the medication be administered before school, after school and at nighttime. However, if need be, it is the responsibility of the parent to complete the Written Parent/Guardian Consent for Medical Administration and have the licensed prescriber complete the Medication Order Form.

In the event that we have a school nurse available to us, all medication must be delivered to school by a parent, in its original labeled bottle, where it is kept locked in the nurse's office and a medical log is kept. The school nurse will dispense all medications.

In the event that we do not have a school nurse available to us, the following policy will be in effect:

- The school will not dispense medication (prescribed or over the counter) so a parent must come to school to administer the medication.
- In regards to inhalers, students are responsible for utilizing their inhalers in the presence of an administrator or designee. All inhalers are kept locked in the nurses office and a medical log is kept.
- In case of a life-threatening emergency, all epi-pens will be kept in the nurse's office and will be administered by an administrator or designee.
- Students should not be carrying any type of medications on their personal body including cough drops. Cough drops must be taken to the business office where and when a student needs one.

AIDS Policy

The AIDS Policy for the Catholic Schools in the Diocese of Fall River is similar to that used by the Massachusetts Public School System and stipulates that confidentiality be maintained with regard to employment and attendance for teachers and/or students with AIDS. Universal health precautions are practiced at all times.

PARENT COOPERATION

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student. If the administration determines that the partnership is irretrievably broken.

Parent Involvement

By witness of their lives, parents provide the foundation for successful education of their children. Parental involvement is essential in four areas:

- *Worship* – home prayer, regular participation in a faith community
- *Learning* – overseeing and regular participation with homework
- *Community* – involvement in activities of the school and local neighborhood
- *Justice* – outreach to those in need

Without the active involvement of parents in these areas, the work of St. Mary's Primary School would be undermined. Parent involvement is the key element to

the success of our school.

Parents for Student Life Organization

The Parents for Student Life Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education and building community are the goals of this organization.

Principal's Advisory Council

The mission of the Principal's Advisory Council is to provide advice and council on matters relating to the well being of St. Mary's Primary School, especially in the areas of: finances, development, school life, technology, physical plant, program, Catholic identity, as well as, strategic planning.

TECHNOLOGY AND THE INTERNET

Website:

St. Mary's Primary School's website address is www.stmarystaunton.com.

E-mail Addresses

Every administrator and teacher at St. Mary's Primary School has an e-mail address and maybe contacted by using his/her first initial, last name followed by @stmarystaunton.com. (i.e. bcote@stmarystaunton.com).

Acceptable Use Agreement

All faculty and students will be required to review and sign a copy of the school's Acceptable Use Agreement for Internet Use. This policy will be issued to faculty and students and must be returned with the proper signatures in order for the student or faculty member to be allowed to use any computer in the school.

A sample copy of the Diocesan Student Internet Acceptable Use Agreement may be found in the appendix of this handbook.

Use of Student Pictures/Information

St. Mary's Primary School reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must immediately notify the principal in writing within the first week of the beginning of the academic school year.

GENERAL INFORMATION

Accidents

Students should immediately report all accidents to the teacher on duty and/or the office staff. In the event that medical attention is required, parents will be notified. If parents are unreachable, the school will contact the doctor on the emergency form.

Arrival

The school day begins promptly at 8:55 a.m. Students arriving prior to 8:30 a.m. must report to Before School Care.

Please review the following arrival procedure, guidelines and rules for parents dropping off students:

- The arrival procedure is as follows: between 8:30 a.m. – 8:55 a.m., vehicles enter by the Church Street entrance and proceed around the school building and stop at the side door on the hospital side. A faculty member and/or parent volunteer will be present to escort the student into the school building.
- The only child(ren) that will be allowed out of a vehicle, are the child(ren) in the vehicle that is stopped at the side door. No child(ren) will be allowed to be out of any other vehicles that are waiting in line. No vehicle is to get out of its place within the line. The child(ren) are asked to exit the vehicle on the left-hand side. The parent/guardian will proceed by exiting with a right turn only onto Washington Street.

- From 8:30 a.m. – 8:40 a.m., the child(ren) will proceed to the auditorium, where they will be supervised by duty teachers. After 8:40 a.m., the child(ren) will report to his/her homeroom classroom. With the exception of the students from our Pre-Kindergarten, where they will remain in the auditorium until 9:00 a.m.

Busing

Busing is provided for the students in kindergarten – grade 5 whose parents are residents of the City of Taunton. Some children may be shuttled to and from Our Lady of Lourdes School.

School bus transportation policy and guidelines state that a student may receive busing if the student resides at or beyond the following distances:

Grade 5	1 ½ miles
Grades 1-4	1 ¼ miles
Kindergarten	close proximity

Also, any student may be required to walk the following distance to a bus stop:

Grades 1-5	¾ of a mile
Kindergarten	close proximity

Close Proximity – buses are not expected to operate over improperly maintained roads, private lanes leading to a residency or into limited access roads, which do not have adequate turnarounds for school buses. Also, it does not mean door-to-door pick-up and drop-off.

Daily Schedule

School Days:

Pre-Kindergarten (half-day)	8:55 a.m. – 11:30 a.m.
Pre-Kindergarten – grade 5	8:55 a.m. – 3:05 p.m.

Recess: Pre-kindergarten and kindergarten students will have a daily outdoor recess; weather permitting, supervised by teachers and aides.

Lunch: 11:50 a.m. – 12:15 p.m.
(Supervised by teachers and volunteers)

Lunch Recess:

Grades 3 – 5 12:15 p.m. – 12:35 p.m.

Pre-K & K 12:40 p.m. – 1:00 p.m.

Grades 1 – 2 1:05 p.m. – 1:25 p.m.

Dismissal

Dismissal is at 3:05 p.m. Parents are requested not to enter the school building prior to 3:05 for it becomes disruptive to the classroom setting(s) and educational environment(s). There are two modes of transportation for students at dismissal and are defined as:

- **Bus** – your child must ride the bus
- **Pick-up** – your child will be dismissed from the school auditorium. Parents must park off the school grounds and enter the side door (hospital side) and proceed to the auditorium. The teacher in charge will dismiss the child as parents arrive. Parents and child (ren) must proceed and exit the school by the side door (Dolan Center side).

All parents/guardians must park off school ground utilizing the Parish (Washington Street) Parking Lot or any available legal roadside parking space.

Parents must observe all safety and road signs (i.e. No Parking, No Left onto Broadway, No Left onto Church Street, etc...).

Parents are not to park in local businesses or the GAR Building.

Non-access to the school parking lot beginning at 2:30 p.m. to the end of the school dismissal will be enforced.

If for any reason there is a change in the mode of transportation that your child will be using, you must notify the school before 2:00 p.m. This will insure that your child gets the message. Calls received after 2:00 p.m. to change the student's dismissal procedure must be due to unexpected family emergency.

Also, a parental note is mandatory if a student is changing their usual mode of transportation. Children without notes will be sent home in the usual manner.

If your child is going to a friend's house and taking the bus, you must send in a dated and signed note stating:

My child _____ is going home today with _____ on Bus # _____.

If your child is going to a friend's house and being picked up in a car, you must send in a dated and signed note stating:

My child _____ is going home today with _____ and will be picked up by _____ in the car line (or pick-up line).

Children who are picked up by parents should always be picked up promptly at 3:05 p.m. Children who are not picked up on time will be sent to the extended care area to be supervised by one of our teachers until parents arrive. You will be billed at the end of the month for this service.

In case of emergency, when parents cannot arrive on time for dismissal, the administration must be notified.

Extended Care

St. Mary's Primary School provides a before-school and after-school care program for students whose parent wish to drop them off at school before the beginning of school as well as remain after the close of school.

Morning Care:

Morning care is offered from 7:00 a.m. – 8:30 a.m. at a cost of \$2.00 for each ½ hour. If your child arrives at school before 8:30 a.m., he/she will be sent to the extended care area, which is supervised by one of our teachers. You will be billed at the end of the month for this service.

Afternoon Care:

Afternoon care is offered from 3:00 p.m. – 5:00 p.m. at a cost of \$2.00 for each ½ hour. If your child is not picked up on time at the end of the day, he/she will be sent to the extended care area, which is supervised by one of our teachers. Extended Care ends promptly at 5:00 p.m. The cost for late service is \$5.00 for each ½ hour. You will be billed at the end of the month for this service.

Fire Drills

Fire drills are conducted periodically to ensure that students are properly instructed as to the procedures to follow should an actual fire ever exist.

Hot Lunch and Milk Program

Hot lunch and milk are offered to the students in grades pre-kindergarten – 5 on a daily basis. Order forms are sent home monthly with a specific return date. No lunch orders will be accepted late. If the order is not in by the due date, your child will not receive hot lunches for that month. No refunds will be given for absences or snow dates. This money will be donated to charity.

We do not order extra hot lunches on any day. If a child comes to school without a lunch, we will contact the parents to bring in a bag lunch. All lunches are eaten in the classroom and do not have the facilities to warm any lunches.

Parents are to provide:

- A bag lunch on the days that your child does not order hot lunch
- A drink every day if your child does not order milk and a snack.

Student Insurance

School accident insurance is offered to all families at the beginning of the school year. It is highly recommended that minimal insurance coverage be obtained for those not covered by family insurance.

The insurance form must be returned to the school at the beginning of the year, signed by a parent/guardian, whether they choose the insurance or not.

Lost and Found

Anything found in the building or on school grounds should be turned in to the business office. If you have lost something, please check in the “lost and found” area located by the milk cooler. Several times during the year all “lost and found” items will be placed on a table for viewing. After one week, all unclaimed items will be donated to the St. Vincent DePaul Society. Please label all students’ belongings.

Playground Supervisor

Outside supervision at the lunch recess are provided by the teachers and staff members.

School Store

The school store carries many student supplies, novelty items, gym uniforms and vintage uniforms. Mrs. Carolyn Mulhern and parent volunteers run the store. Please stop by the business office if you have an hour a week to donate. The regular school store hours will be determined at the beginning of the school year.

Teacher Requests

Teacher requests are strongly discouraged and will not be honored. The administration and teachers diligently work to assign students to their classes for the next school year. The assignment of students to their class placement is a collaborative effort that involves input from classroom teachers and administrators regarding gender, ability, learning styles, teaching styles, behavior, peer relations and class size.

Textbook and Library Books

If a child damages or loses a textbook, he/she is responsible for its replacement. Textbooks must be covered at all times. All textbooks must be transported to and from home in a book bag.

If a child damages or loses a library book, he/she is responsible for its replacement. Parents will be notified if a library book is more than one week overdue. Children will be allowed to check one book out of the library at a time, unless requested by a teacher for classroom projects.

The school administration will determine the price of lost books. The price may also reflect shipping and handling fee.

Toys/Personal Belongings

All toys (Pokemon cards, wrestling figures, etc...) or electronic toys (gameboys, portable CD players) are strongly discouraged to be brought to school or on the

bus. The school is not responsible for any of these items that are brought to school by students.

Uniform and Dress Code

Uniform clothes are available through Donnell's Uniform Company (1-800-498-0045). Gym Uniforms are available in our School Store. Also the School Store maintains a collection of used uniform pieces that can be swapped if you have uniforms that have been outgrown. If you don't have anything to swap, you can purchase uniform pieces for a small price.

The regulation uniform(s) are to be worn at all times with the exception of a "No Uniform Day". The students on field trips will wear the schools' Gym Uniform.

There is a strict dress code. There is no mixing and matching of the various uniforms. Parental cooperation is essential in this matter. The administration of the school is the authority in determining any dress code question.

GIRLS' FORMAL UNIFORM

- School Plaid Jumper, knee-length
- Navy Blue Pleated Slacks
- White Peter Pan Collar Blouse or White or Blue Turtleneck
- Navy Blue Sweater
- Navy Blue Socks or Tights (no nylons or tan dance tights)
- Dress Shoes or Sneakers (no boots, clogs, crocs, sandals, platforms, backless shoes or backless sneakers)
- No Gym Sweatshirts

BOYS' FORMAL UNIFORM

- Navy Blue Dress Pants (no extra pockets, elastic cuffs or baggies)
- Light Blue Oxford Shirt, button down collar, long or short sleeves
- Navy Blue Ties (plain)
- Navy Blue Sweaters
- Brown or Black Belt
- Navy Blue Socks
- Dark Dress Shoes or Sneakers (no boots, crocs or sandals)
- No Gym Sweatshirts

GIRLS' & BOYS' WARM WEATHER UNIFORM (Sept – Oct. 12, May 1st - June)

- Light Blue Polo Shirt
- Navy Blue Dress Shorts, knee-length (no skorts)
- Brown or Black Belt
- White Socks
- Sneakers (no clogs, crocs, sandals, platform shoes, backless shoes, or backless sneakers)

GIRLS' & BOYS' GYM UNIFORM

- Light Blue St. Mary's Logo T-Shirt
- Navy Blue St. Mary's Logo Shorts – knee length (Sept., May, & June)
- Navy Blue St. Mary's Logo Sweatshirt
- Navy Blue St. Mary's Logo Sweatpants
- Sneakers (no clogs, crocs, sandals, platform shoes, backless shoes or backless sneakers)
- All St. Mary's Logo Items are available in the school store

NO UNIFORM DAYS

Students should be dressed appropriately whenever there is a No Uniform Day. Tank tops, camisoles or scooped necked shirts, short or cropped tops, and shirts with inappropriate slogans or sayings are not allowed. Shorts or skirts should not be too tight or short. Sleeveless shirts should have an appropriate width shoulder (about 2 inches wide). Shoes must have a back to them – no clogs or slip on sandals are allowed, even on a No Uniform Day. The administration of the school is the authority in determining appropriateness of any clothing worn to school. Parents will be contacted to arrange for appropriate clothing if the administration determines a child is dressed inappropriately.

GENERAL DRESS CODE CLARIFICATIONS

- There should be no makeup nail polish and/or lip-gloss. Clear Chap Stick is allowed when needed.
- Hats and bandanas are not allowed for both girls and boys.
- No dangling earrings.

ALL uniform regulations and guidelines are subject to the discretion of the principal and assistant principal.

Visitors

Any parent, school volunteer or visitors to the school must use the front door and report to the St. Mary's business office (located immediately to the right of the main entrance).

All visitors, regardless of their reason for being in the building must sign in (and out) of the Visitor Register and obtain a visitor's sticker.

For the benefit of your children, interruptions must be kept at a minimum. Students will be called to the office to pick up any items brought in for them. Classrooms may not be visited without prior permission from the principal and teacher.

In order to guarantee the safety of the children and staff, the outside doors of the school locked at all times. At no time should a student open any door of the building for any parent, school volunteer or visitor.

Volunteers

Parents, grandparents, and friends are encouraged to volunteer. There are many opportunities to help both at school and from the home.

In order to maintain the best learning environment for all of our students, we must insist that all school volunteers review and abide by the following policies and guidelines:

- All school volunteers must report to and sign in at the school office before proceeding to any other area of the school. A Visitor's Badge must be worn while in the school and the volunteer must sign out at the office at the completion of the volunteer work.
- The Diocese of Fall River requires that any volunteer who works directly with any students must complete a CORI check through the diocese and sign the diocesan Code of Conduct every year. Any volunteer must attend one Abuse Preventive presentation. Details about all of these requirements are available in the school office if you have not already completed them in the past.

- School volunteers should not engage a teacher in a conference or discussion of their child's progress during the time they volunteer. Please be considerate of the other students' needs and book an appointment to meet with the teacher about your child during before or after school hours.
- School volunteers must never discuss any incidences or information concerning a student with other parents. If you witness a problem with a child's behavior or academic abilities, please report it to the teacher only. It is the teacher's professional responsibility to discuss any problems with the child's parent(s). School volunteers do not have any right to do this. Confidentiality is extremely important.
- School volunteers must treat all students and faculty with respect. All students should be dealt with fairly, please do not favor or single out any one specific child when volunteering in any capacity. If it is difficult for you to work in your own child's classroom, arrangements can be made for you to volunteer in a different classroom or grade level. Your time and effort would be greatly appreciated in any area of the school.

Administration's Right to Amend Handbook

The school administration retains the right to amend the handbook for just cause. Parents will be given prompt notification if there are any changes made.