



PARENT/STUDENT HANDBOOK

2017-2018

MISSION STATEMENT

*Saint Mary School is a Christ—centered educational community
dedicated to fostering Catholic faith and Gospel values,
while striving for academic excellence
within a nurturing family atmosphere.*

Father Corey, Pastor

Mr. Greg Viceroy, Principal

Mrs. Kate McDonald, Assistant Principal

Mrs. Maureen Decker, Administrative Assistant

Phone: (203) 744-2922

Website: www.stmarybethelct.org



September 2017

Dear Families,

We are pleased to present the 2017-2018 Parent/Student Handbook to our St. Mary School community. Please be sure to read the updated policies and guidelines carefully.

If you have any questions or concerns, please do not hesitate to reach out and contact us in the Main Office.

May God continue to watch over our children.

In Christ's Love,
Greg Viceroy
Principal

SCHOOL PHILOSOPHY

The purpose of St. Mary School is to develop students' knowledge of God and self, educate their minds, enhance students' capabilities and skills, and teach them to respond to spiritual and social obligations.

The tradition and foundation of St. Mary School is Catholic Christian education based on Gospel values. The school fosters respect for God-given freedoms and dignity, global awareness, and acceptance of cultural differences.

St. Mary School exists to meet the Christian and academic needs of each child and challenges each student to think critically, evaluate, justify, and draw conclusions intelligently. St. Mary School provides a nurturing environment which develops each child's potential and enhances an appreciation of faith, family, and community.

Common goals form a partnership between parents and faculty which is a key element in the development of the whole child. At St. Mary School, our responsibility is to mold effective citizens of the world. A strong commitment to peace and social justice, as well as a genuine concern for others, is shared and encouraged in our faith community.

St. Mary School does not discriminate on the basis of religion, race, sex, national origin, age, or handicapping conditions.

Religious, Administration, Faculty & Staff of St. Mary School 2017-2018

| | |
|---------------------------|------------------------|
| Pastor: | Father Corey Piccinino |
| Priest: | Father Robert Wolfe |
| Priest: | Father Philip Phan |
| Principal: | Mr. Viceroy |
| Assistant Principal: | Mrs. McDonald |
| Administrative Assistant: | Mrs. Decker |
| Director of Enrollment: | Mrs. Garvey |
| Director of Annual Fund: | Mrs. Taylor |
| PK Director & PK-4: | Mrs. Johnson |
| PK-3 Half-Day: | Mrs. Vecciarelli |
| PK-3 Full-Day: | Mrs. Stetson |
| Kindergarten: | Miss Trotta |
| First Grade: | Mrs. Schlemmer |
| Second Grade: | Mrs. Zilliox |
| Third Grade: | Mrs. Zachos |
| Fourth Grade: | Mrs. Rost |
| Fifth Grade: | Mrs. Albuquerque |
| Sixth Grade HR: | Mrs. Ben-Ami |
| Seventh Grade HR: | Mrs. Kraus |
| Eighth Grade HR: | Mrs. McDonald |
| Social/Technology: | Mr. Houser |
| Spanish: | Ms. Minahan |
| Music: | Mrs. Chamberlain |
| Art: | Mrs. Beckwith |
| Physical Education: | Mr. Scappatura |
| PK Aide: | Mrs. La Rocca |
| PK Aide: | Mrs. Cazzaniga |
| PK Aide: | Ms. Stevens |
| Nurse: | Mrs. Mitchell |

SPECIAL SERVICES

Public Act 481 (State of Connecticut) affords our pupils the services of the following personnel on a limited basis: Language, Speech and Hearing Clinician, School Nurse, Learning Disabilities. Schedules for the above are determined by the individuals involved and the principal.

SCHOOL HOURS

Full day session for Grades K-8: 7:37 A.M. (warning bell) to 2:00 P.M.

No student should be dropped off before 7:10 A.M.

Preschool 4's 9:00 A.M. to 12:00 P.M. or
9:00 A.M. to 2:00 P.M.

Preschool 3's 9:00 A.M. to 12:00 P.M. or
9:00 A.M. to 2:00 P.M.

After-School Club PK-8 2:00 P.M. - 6:00 P.M.

At dismissal time, all children in K-8 are brought to the Gym. There, they will split into **Bus, Pick-Up, Club** and **Afterschool Activities** sections. Bus students are dismissed first. Then, families are allowed into the gym for pick-up. Finally, at 2:20, students going to Club proceed to that section of the building. Please note: if a child is not picked-up by 2:20, then are brought to Club.

INCLEMENT WEATHER POLICY

St. Mary School will close whenever the Bethel Public Schools close due to inclement weather. Listen to WLAD (800) Danbury, WINE (940) Brookfield, WICC (600) and WNAB (14.50) Bridgeport for no School, Early Dismissal, or Delayed Opening announcements.

Notifications will also be sent via emergency notification system, *School Reach*, as part of *My Student's Progress*, to the phone number that families have designated at the beginning of the year. Please make sure to notify the office of any changes.

As well, notifications regarding inclement weather will also be on our school Facebook page: <https://www.facebook.com/StMaryBethel>

TRANSPORTATION

Riding the bus is a privilege. Improper conduct in the bus will result in that privilege being denied. Bus drivers are the authority on the bus and at bus stops. Students are required to wear seat belts according to state law. Pupils attending St. Mary School, who reside in the Town of Bethel, are eligible for transportation to and from school under Public Act 653 (State of Connecticut). Non-Bethel residents may not ride to or from school when going to the home of a Bethel resident.

All students are expected to follow certain rules and regulations regarding safety and bus behavior specifically:

1. Remain in given seats until the bus stops.
2. Eating or throwing objects on the bus or out of windows is not allowed.
3. Loud or abusive language will not be tolerated.
4. If there is a problem with bus conduct, disciplinary action will be taken which could result in suspension from riding the bus.
5. Any change with a bus pick-up or drop-off must go through First Students Transit (203-748-8091) and a note must be sent to the school office.

ABSENCE-TARDY

Student attendance in Catholic schools of the Diocese of Bridgeport shall be in accordance with the General Statutes of the State of Connecticut. Students who have four unexcused absences in one month, or ten unexcused absences in a school year, are considered to be truant.

A written explanation from parents or guardians for a student's absence is mandatory upon return and should be kept on file in the school office for at least one year. In the case of an absence of three days or more, a doctor's note will be required. Daily attendance records should be kept indefinitely.

Excessive tardiness may be reported to the State Department of Family and Children Services. Students may not participate in any school-sponsored event if they are not in school on the day of the event without the express permission from the Principal.

Students 'shadowing' or spending the day at another school will be marked with an excused absence, provided the following has occurred:

1. Prior notification to the Principal from the parent.
2. Note from visiting school stating that the child was present for the day.
3. No more than three school visits to be considered as excused absences during a school year.
4. Multiple visits to a single school within one school year will be counted as unexcused absences.

These excused absences will not affect a student's eligibility for perfect attendance recognition.

Family vacations should not take place when school is in session. Should such a vacation occur during school time, such vacation will be deemed as an unexcused absence. It is expected that all missed assignments for any reason will be made up in a period of time determined by the teacher and approved by the Principal. Teachers will not provide work before a vacation.

If your child will be absent please call the school to verify his/her absenteeism before 8am. DO NOT email the office or teacher. Prolonged absences due to illness will be handled through the school nurse and principal.

Anyone entering the school after the 7:40 bell is tardy.

While regular school attendance is most important and is always strongly encouraged, we ask all parents to make sure that students are in good health before sending them to school. A child who is not well is unable to work productively, and his/her illness jeopardizes the health of fellow students and faculty.

A student's well-being is far more important than a perfect attendance record. Parents may arrange to have work picked up in the office between 2:00 and 3:00 P.M. Please be advised that if you are requesting work be sent home with another child, it may not be possible to send home all necessary books due to the weight of the books.

If parents/guardians are out of town for a period of time, the school should be notified with the contact information of the temporary caregiver.

DISMISSAL

A student should not be released from the school during the school day without the written request and consent of the parent/guardian. Students should be released only to a custodial parent/guardian; a non-custodial parent/guardian only after the school makes a determination that such non-custodial parent/guardian is authorized to take the child; or to a person designated and authorized by the custodial parent/guardian. The individual to whom the student is being released is required to come into the school, show identification, and sign the student out.

Students may not be released from school, sent on errands off the school grounds, or sent home for books, homework, etc., without written parental permission and approval by the Principal. Students must only be released through a definite process conducted through the school's main office.

Schools must request identification from the authorized person signing the student out of school. Every diocesan school is expected to have an emergency information form on file for each student.

Parents/guardians must be notified by telephone to make suitable arrangements when it is necessary to send a student home because of illness or other reason. Documentation of this notification must be made.

At dismissal time, all children in K-8 are brought to the Gym. There, they will split into **Bus, Pick-Up, Club** and **Afterschool Activities** sections. Bus students are dismissed first. Then, families are allowed into the gym for pick-up. Finally, at 2:20, students going to Club proceed to that section of the building. Please note: if a child is not picked-up by 2:20, then are brought to Club.

HEALTH

All students attending schools in the Diocese of Bridgeport will be expected to comply with the existing policies of the local Board of Health as they pertain to required physical examinations and immunizations. All forms provided by the local Board of Health will be used. Parents who choose to have their child exempted from immunizations must present a religious exemption form to the Principal.

Physical examinations are required for all students entering preschool, kindergarten, grade six, and students entering school if requested by the nurse. Yearly sports physicals are also required to participate in our athletic program. All immunizations must be up to date according to the CT mandated standards.

Emergency telephone numbers are required for all pupils and must be updated as changes occur. If, in the judgment of the school nurse or administrator, a child should be sent home, the parent(s) will be notified. If the parent is not available, the emergency number will be used.

Please keep the school updated on any changes in your child's physical/mental health. All medical information shared with the school is kept confidential and is only shared with those who need to know.

ILLNESS AND INJURY

All communicable diseases including the following must be reported to the school office along with the name of the diagnosing doctor: strep, mononucleosis, conjunctivitis, chicken pox, impetigo, measles, German measles, rheumatic fever, pneumonia, scarlet fever, whooping cough, mumps, fifth's disease, meningitis. Please also notify the nurse if your child is experiencing flu-like symptoms.

After your child has been sick, please do not send your child to school until they have gone 24 hours without symptoms or medication to control fever, vomiting or diarrhea.

ACCIDENTS

All accidents on school premises shall be reported to the Principal immediately. The Principal shall complete an accident form. The Diocese shall be informed by the Principal of any accidents. It is the responsibility of the Principal to immediately inform the Diocese of any accidents that occur on school premise or off-premise relating to students or faculty.

MEDICATION

Administration of medication by school personnel should be in compliance with the city/town in which the school resides. Proper medical authorization forms must be used.

Students requiring prescription and/or over-the-counter medications in school must present a physician's authorization and written parent/guardian permission. Such medication must be in its original pharmacy container and shall be kept in a locked file in the nurse's office. **All medications must be brought to school and returned home by a parent or guardian.** Students may NOT carry medications to and from school.

In some circumstances, a student may be allowed to self-administer medication with a physician's written authorization.

FOOD ALLERGIES

In keeping with the Diocesan policy regarding life threatening food allergies, parents are required to notify the school in writing if their child has an allergy. We make every effort to work with families to keep children safe regarding allergies, but please know that we cannot be 100% nut and peanut free in our school. Parents will be notified in the beginning of the year, by the classroom teacher.

BIRTHDAYS

No edibles are to be sent in or dropped off for birthday celebrations. If you care to send in stickers, pencils, or something similar, that is fine; just no food.

If party invitations are handed out at school, they must be delivered to ALL the girls in the class, or ALL the boys in the class, or to the ENTIRE class. No student is to be left out.

TOBACCO

Smoking and chewing tobacco are prohibited by law in the school building and on school buses. Disciplinary actions will be in accordance with regulations provided by the administration.

SUBSTANCE ABUSE

No student shall possess, use, or attempt to possess, use, or be under the influence of a prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event. A “prohibited substance” is defined as:

1. Any controlled substance or illegal or dangerous drug as defined by law, including but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
 2. Alcohol or any alcoholic beverage;
 3. Any abuse of glue, aerosol paint, or any other volatile chemical substance for inhalation;
 4. Any other intoxicant or mood-changing, mind-altering, or behavior altering drug; and
 5. Any prescription drugs used in amounts or purposes not contemplated by the prescription.
6. The transmittal, sale, or attempted sale of a prohibited substance is also prohibited under this policy.
7. Students who violate this policy shall be subject to disciplinary action, including expulsion.

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

An interview with the parent/guardian of the student is required before a decision is made regarding the student’s readmission to school.

The school reserves the right to require professional counseling as a condition of maintaining a student’s enrollment.

Under no circumstances should the student be sent home from school or a school-related function without the knowledge and permission of his/her parent/guardian. Under no circumstances are students to be sent home alone.

STUDENT PREGNANCY

The Principal of the school, in conjunction with the Superintendent and his/her designee(s), will make every effort to provide pastoral support that will enable the student to complete the school year.

GRADING

Pre-K Assessments are done throughout the year.

The Grading System for the elementary schools of the Diocese of Bridgeport shall be as follows:

MARKING CODES:

KINDERGARTEN

M Meeting Success

| | |
|---|--------------------|
| P | Progress Shown |
| I | Improvement Needed |
| N | Not Yet Expected |

GRADES 1-8 (All Subjects)

| | |
|----|--------------|
| A | 94-100 |
| A- | 90-93 |
| B+ | 87-89 |
| B | 84-86 |
| B- | 80-83 |
| C+ | 77-79 |
| C | 74-76 |
| C- | 70-73 |
| D | 66-69 |
| F | 65 and below |

Please note: Pre-K Assessments are done throughout the year.

**The following grade codes are used in Grades 1-3 for the following subjects only:
Art, Music, Computer Skills, Physical Education**

| | |
|---|----------------|
| S | Satisfactory |
| I | Incomplete |
| U | Unsatisfactory |

Study Skills, Conduct, Effort and Social Development in Grades 1-5 and Conduct and Effort in grades 6-8 use the following codes:

| | |
|---|--------------------|
| 1 | Excellent |
| 2 | Good |
| 3 | Improvement Needed |
| 4 | Unsatisfactory |

SEMESTER EXAMINATIONS

Semester examinations will be administered to students in grades 6, 7, and 8. First semester exams are averaged in with the first and second marking period grades to determine the first semester grade. Second semester exam grades are averaged in with third and fourth marking to determine the second semester grades. The semester exams will be weighed according to the following schedule:

The purpose of these examinations is four-fold:

1. To improve study skills;
2. To cultivate organizational skills;
3. To develop the skill of retaining information; and
4. To prepare students for high school.

During semester examinations in grades 6, 7, and 8, students in Grades 1-5 are administered unit or chapter tests. All grades administer tests and other assessments routinely.

REPORT OF PUPIL PROGRESS

Report cards are issued four (4) times during the school year. Graded papers are sent home at regular intervals and are to be signed by a parent. Developmental evaluations may be used for Pre-K at the discretion of the Principal.

Parent-teacher conferences are held in November for all students.

HONOR ROLL

All major subjects are included in calculating Honor status.

High Honors: No grade lower than an A- *including nothing lower than a 2 in conduct and effort.*

Honors: No grade lower than a B- *including nothing lower than a 2 in conduct and effort.*

ASSESSMENT PROGRAMS

The official testing program for the Diocese of Bridgeport consists of *Terra Nova*, in Grades 3 – 7 and the *Assessment of Catechesis Religious Education* also known as *ACRE* (NCEA) for Grades 5 and 8. Developmental Reading Assessment (DRA) is administered to the students in Kindergarten – Grade 3.

PROMOTION/RETENTION

If the final grade is an “F” in a major subject summer school is strongly recommended. If the final grade is “F” in two or more major subjects, retention is strongly recommended.

PROMOTED means that the pupil has completed the grade’s work and has attained a minimum of a “D” average in all major subject areas. Major subjects: Religion, Social Studies, Math, Science, Language Arts.

ADVANCED means that the pupil has failed to meet the minimum level of achievement of grade level. After consideration of all factors (social, emotional, physical, academic, age) and in consultation with the Student Study Team, a decision will be reached and parents will be notified.

RETAINED means that the pupil has failed on the final average, two or more major subjects.

Major subjects: Religion, Social Studies, Math, Science, Language Arts/English, Reading/Literature.

If consideration is being given for a pupil to either be advanced or retained, the parents shall be notified in writing no later than the end of the third marking period. Prior to this time, teachers should have been in frequent contact with parents and administrators to discuss the difficulties the student might be experiencing.

In all cases concerning advancement or retention, teamwork between school and home is essential. A positive attitude should be maintained.

Written notification of the determination to advance or retain a pupil shall be sent to the parents by the administrator no later than May 1 of the school year.

PARENT-TEACHER CONFERENCES

Conferences are held in the fall. Additional conferences can be requested at any time convenient for both parent and teacher during the school year.

SCHOOL WEBSITE

St. Mary School maintains a school website, which provides helpful reminders and useful information for existing parents as well as helpful information for prospective parents. The website can be found at <http://www.stmarybethelct.org>

HOMEWORK

Homework is assigned each evening. The homework will be assigned depending on the age and ability of the children. Failure to complete homework will affect the overall grade.

Approximate time schedule:

| | |
|--------------|----------------|
| Kindergarten | 10-15 minutes |
| Grade 1 | 20 minutes |
| Grades 2&3 | 30-40 minutes |
| Grades 4&5 | 45-60 minutes |
| Grades 6 | 60-75 minutes |
| Grades 7&8 | 90-120 minutes |

Students in grades 3 and above are **REQUIRED** to record homework assignments daily.

It is expected that long term assignments and make up work will be done on weekends. Children needing additional reinforcement in their work should also use weekends to strengthen their skills.

TEXTBOOK-MATERIALS

Students are responsible for all their books. Books must be covered at ALL times, with the name and subject on them.

Book-covers are to be kept neat and clean. No writing in books is allowed other than what is assigned by the teacher. Lost or damaged books must be paid for. Parents should check student's book bag for daily notices sent home.

RELIGIOUS EDUCATION

In keeping with the purpose of a Catholic school, all students, whether Catholic or non-Catholic, are required to participate in the religious education program of the school. The religion program shall present the central doctrines of the Catholic faith in keeping with the norms set by the *Catechism of the Catholic Church* and the *National Directory for Catechesis*.

We begin each day with prayer as a school community. Religion classes are conducted daily.

Mass is celebrated once a month with seasonal themes. Students in grades K – 8 attend the 9:00 First Friday Mass each month. The Sacrament of Reconciliation is offered to the children several times throughout the year. The closing of each day ends in prayer in each classroom.

COMMUNITY SERVICE

Community service is an important part of the program at St. Mary School. Each class is required to participate in a community outreach project during the school year.

SAFETY

All school entrances are to be locked at all times. Only specified school personnel may admit visitors. All visitors must report and register at the school office. No visitor is exempt from this policy.

Parents: Please Sign IN and Sign OUT each time you are at the school. This is mandatory.

Under the supervision of school personnel, only Preschool students are allowed to enter and exit the Preschool doors during drop-off and pick-up times. Students and parents may only enter and leave the building by the front doors. Gym doors that exit to the outside parking lot are to be used **ONLY** in the case of an emergency. Fire-drills and lockdowns are practiced throughout the year. There is a school safety crisis plan in place.

AFTER-SCHOOL CLUB

St. Mary After-School Club provides a safe, enjoyable after-school environment, while assisting parents with childcare needs. Time is allotted for a change of clothes, snack (provided by the member), recreation and homework time. Club is located in the main building (**Grade 1 and PK-3 Half Day**) as well as in the school gym or on occasion, in regular classrooms, and meets Mondays- Fridays from dismissal to 6:00 P.M. when classes are in session, including early dismissal days.

Club closes promptly at 6:00 P.M. A late fee for anyone picking up after that time will be charged, per 15 minutes (or any portion thereof per child). All payments must be made on a monthly basis. Continuous late pick-up or accounts in arrears may result in the need to find childcare elsewhere.

Please know: Club is CANCELED during emergency weather-related scenarios. Please plan ahead if this situation occurs: you will need to have someone come to the school to pick-up your child(ren) right away.

EXTRA-CURRICULAR ACTIVITIES

St. Mary School offers a variety of extra-curricular, athletic, and cultural arts activities. Programs may vary from year to year and some require a fee to participate. Activities generally take place after school and participation may be limited to students in certain grades.

CONDUCT-DISCIPLINE

School discipline should, in all cases, encourage the development and growth of each child toward “self-discipline”. To this end, the following basic regulations for conduct and discipline are in effect:

- Self-control is required to facilitate the teaching and learning process for each class member.
- Respect is encouraged to create a positive Christian attitude toward themselves, classmates, and authority.
- An atmosphere conducive to learning is maintained throughout the school.
- Proper behavior and sportsmanship prevail during school related activities (basketball games, etc.) on or off the school premises.
- No gum is allowed at St. Mary School.
- Detention classes will be conducted when necessary from 2:00-3:00 P.M. Parents will be notified 24 hours in advance and must provide transportation for their child.
- Parents will be financially responsible for damage or destruction of school property.

DISCIPLINE PROCEDURES

Any time a student is being disciplined, he/she will be fully informed of the reason. The student will be given the opportunity to tell his/her side of the story before action is taken. The Principal has the right to suspend those pupils whose presence in the school has become a serious impediment to the school operation. Expulsion of a pupil from school will only follow a period of suspension unless the situation calls for immediate action. Any student who brings a weapon of any kind to school which could prove to be harmful or dangerous to the safety and welfare of other students and members of the school community, will be automatically dismissed from school.

The Principal and/or his/her designee may search student desks, lockers and personal belongings, including, but not limited to, handbags, briefcases, purses, backpacks, clothing and other items in a student's possession.

The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers and classrooms as a proactive, preventative measure.

BULLYING

Bullying is prohibited in all Catholic schools in the Diocese of Bridgeport. It must not be tolerated during the school day or during any school-sponsored activities on or off school grounds. Bullying and intimidation are actions that are contrary to the teachings of the Catholic Church.

*******Any behavior deemed by the school administration to be considered as bullying shall result in disciplinary actions, which may include detention, suspension and expulsion from school.**

Any student who retaliated against another student for reporting bullying may be subject to disciplinary actions, which may include detention, suspension and expulsion from school. Bullying is defined as the repeated use by one or more students of a written, oral or electronic communication, such as cyberbullying, directed at or referring to another student (B) a physical act or gesture by one or more students repeatedly directed at another student, that: (i) Causes physical or emotional harm to such student or damage to such student's property, (ii) places such student in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at school for such student, (iv) infringes on the rights of such student at school, or (v) substantially disrupts the education process or the orderly operation of a

school. Bullying shall include, but not be limited to, a written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics.

School employees, students, and parents who become aware of any act of bullying must report the incident to the school administrator for further investigation.

Students may report acts of bullying anonymously. Parents or guardians of students may make written reports of acts of bullying or speak with the teacher or principal the day the bullying incident is observed.

Upon learning about the bullying incident, the administrator shall thoroughly investigate the circumstances. Their investigation may include interviews with students, parents/guardians, and school staff, review of school records, and identification of family issues.

If it is concluded that an act of bullying has occurred, the parents or guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified. Consequences for students who bully others shall depend on the results of the investigation and include parent conferences, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff for students as necessary, reporting incidents to law enforcement if appropriate, and establishing a supervision plan with the parents.

Bullying incidents that demand suspension or expulsion shall be reported to the Superintendent before any final decision is reached.

INTERNET ACCEPTABLE USE

St. Mary School has Internet access in the classrooms, the library, the computer lab, and the office. Faculty, staff, parents, and students sign a Diocesan Internet Acceptable Use Policy (AUP) each year. Parental permission is needed for the students to use the Internet. The school maintains a web-filter to block inappropriate content; however no tool is 100% effective. Web logs are maintained and viewed regularly. Any student engaging in inappropriate use of the Internet at school will not be able to use the school computers. Internet safety and computer ethics are taught as part of the technology curriculum. Parents are strongly encouraged to develop their own rules and policies for safe Internet use at home.

ELECTRONIC DEVICES

At St. Mary School we recognize the educational benefits that your child may receive from reading on an electronic reading device. These devices may include: Amazon Kindle, Barnes and Noble Nook, Sony Reader and others.

At this time, we will allow students to use the reading devices during St. Mary designated reading times with their parents or guardian permission. A parent and/or guardian must fill out a policy form which is available in the office.

Saint Mary School will not be liable for lost/damaged/stolen devices. If your student uses his/her electronic reader for its internet capabilities, downloadable games, or shares with classmates, that student will lose the privilege of bringing the electronic device to school for the remainder of the

school year. If the device is taken away, a parent needs to come to school to pick up the device after school.

Cell phones are NOT permitted during school hours. If a student must bring a cell phone to school, it must be in off position and in their backpack until after dismissal.

I-Pads will be used presently at the discretion of each classroom teacher. Each student who needs to borrow a school Ipad must sign a policies and usage form.

DRESS CODE

All students in Grades 1-8 in St. Mary School wear the school uniform. The uniform is worn from the first day of school to the last day of school unless otherwise specified. *All clothes should be labeled with the child's name or initials.*

PRE-K

No uniform required. Please make sure your child wears comfortable shoes in which they can play outside.

KINDERGARTEN - Gym uniform is worn everyday:

navy mesh shorts

navy sweatpants (for winter)

navy gym t-shirts w/logo or polo w/ logo

white socks; sneakers

Additionally, girls may opt to wear the Land's End navy "skort" and white polo w/logo on non-gym days if they choose.

BOYS (Gr. 1 - 8)

Regular Uniform:

short sleeve blue oxford shirts (some select the long sleeve option, but the classrooms can get hot; students have the option of wearing the sweatshirt, fleece, pullover or cardigan)

navy uniform pants

ties (plaid gr 1-4; navy gr 5-8)

navy socks

belt (navy or black)

shoes: blue, black, brown dress shoes or appropriate school shoes as determined by the Administration.

Gym Uniform

navy mesh shorts

navy sweatpants (for winter)

navy gym t-shirts w/logo

white socks

sneakers

Optional:

Sweatshirt w/SMS monogram, or 1/2 zip fleece, pullover or cardigan

GIRLS (Gr. 1-8)

Regular Uniform:

short sleeve blue oxford shirts (some select the long sleeve option, but the classrooms can get hot; students have the option of wearing the sweatshirt, fleece, pullover or cardigan)

plaid jumpers (gr 1-4) or skirts (gr 5-8)

navy knee-high socks

shoes: blue, black, brown dress shoes or appropriate school shoes as determined by the Administration.

Gym Uniform:

navy mesh shorts

navy sweatpants (for winter)

navy gym t-shirts w/logo

white socks

sneakers

Optional:

Sweatshirt w/SMS monogram, or 1/2 zip fleece, pullover or cardigan

Miscellaneous Uniform Reminders:

Corduroy or denim is not acceptable. Blue or black belts must be worn at all times. All boys wear dark or white socks.

Kindergarteners wear gym uniforms with sneakers.

Shirts and blouses having long sleeves must have the cuffs buttoned. The top button must be buttoned and the tie in the correct place.

Extreme or fad hairstyles, such as Mohawks, are not permitted. Boys' hair length may not exceed beyond the shirt collar or be covering the ears; girls and boys must not have hair hanging in their eyes. No heads may be shaven.

St. Mary School fleece/sweatshirts are allowed in cold weather. No other SWEATSHIRTS or jackets, including St. Mary basketball sweatshirts, cheerleading or track sweatshirts may be worn in class.

Wearing any shirt with sleeves hanging below school short sleeved shirts is NOT allowed.

Shirts having sayings, numbers, pictures, and/or designs which can be seen through the school shirt are NOT acceptable.

Leg warmers and slacks may be worn to and from school and for recess during the winter months.

Colored nail polish, nail tips, glitter, sparkles, and make-up are not allowed. Tattoos are not allowed.

Jewelry- only stud earrings, one in each ear on the lobe, religious medals, patriotic pins, one bracelet and wrist watch may be worn to school. No headbands with ribbons or tails. Jeans, cargo pants, and sleeveless shirts are never allowed to be worn to school by any student.

On casual dress days, students must wear socks covering ankles, socks up to knees, or pantyhose.

SHOES

The following are not acceptable: sneakers (permitted on gym days only), joggers, clogs, flip-flops, thongs, sandals, heelys, platforms shoes, heels, wedges, work boots, crocs, slippers, or shoes with grooves.

PHYSICAL EDUCATION

St. Mary School has a regulation physical education uniform ordered through Land's End (Landsend.com) throughout the school year by the individual family.

Students without proper gym clothing will not be allowed to participate.

*No student may phone home for physical education attire.

*Borrowing other peoples' physical education clothes and/or sneakers is NOT allowed.

*A child may be excused from physical education with a note from his parent or doctor due to health reasons.

*Students not prepared for physical education will not participate in the class.

LUNCH

The lunch and recess period begins at 11:15 A.M. and ends at 11:55 A.M for all students. Lunch being dropped off MUST be in the office by 11:10 A.M. and be labeled with student's name and grade.

RECESS

Students must play in assigned areas for their grade and with their age group. Behavior and sportsmanship are required. There should be no pushing or pulling of other students. No hard balls of any kind are allowed.

Lunch duty volunteers assist the teachers in supervising the students at lunch and recess time. Parents supervising on the playground are assigned a particular area and are responsible for students playing in that area. Careful attention should be given to the students during recess time.

Lunch duty volunteers **must** be in the school building by 11:15 A.M.

EDUCATIONAL PLEASURE TRIPS

Educational field trips during the school year are permitted.

A student who does not have a signed, official Diocesan permission form may not go on the planned trip. Parent phone calls and/or handwritten notes are not acceptable. A faxed permission slip is allowed.

Except in extenuating circumstances, parents and teachers are not permitted to transport students in private vehicles on field trips. Parents and teachers should be aware that the school's insurance policy does not cover them and that they can be held personally liable in the event of an accident.

The Principal always reserves the right to exclude a student from participation in a field trip due to concerns regarding behavior. A student is not to be excluded due to delinquent tuition. No student shall be denied a trip because of parental inability to pay.

MISCELLANEOUS

The office telephone may be used only with permission or in the case of emergency.

All lunchboxes, lunch-bags, clothing (i.e. uniforms, sweaters, sweatshirts and sweatpants) and book-bags must be labeled.

All money that is sent in with a student should be in a marked envelope with name, grade, and purpose.

Please send the correct amount when possible.

No white-out is to be used on papers in the classroom.

ATHLETIC PROGRAM

Basketball for boys in Grades 5,6,7,8

Basketball for girls in Grades 5,6,7,8

Cheerleading & Pep Squad for girls

Track & Field for boys and girls in Kindergarten- Grade 8

Our athletic program is directed by volunteers; therefore, your support is greatly appreciated.

No students will be selected for the athletic program if he/she is not maintaining at least a solid "C" average in each subject. The academic status of students selected will be reviewed periodically.

Students who are selected will be suspended if they do not maintain at least a solid "C" in each subject. Reinstatement will be considered after two weeks if the student attains a solid "C" average.

If a student falls below a "C" average a second time, he/she may be removed from the team for good.

Any student receiving an "F" in a subject will be removed from a team or squad.

A "3" in conduct may result in suspension from the team.

A "4" in conduct will result in removal from the team or squad.

Poor attitude and lack of self-discipline in the classroom or on the school campus will also be grounds for suspension. Good sportsmanship should be displayed everywhere.

Manager(s) for each team fall under the same guidelines.

GREATER DANBURY PAROCHIAL SCHOOL BASKETBALL LEAGUE

Diocesan Policy for Athletes in the Elementary School:

Commencing September 1, 1997, all students taking part in athletic activities (Basketball & cheerleading) are required to have a YEARLY SPORTS PHYSICAL. A copy of this physical must be dated for the 2016-2017 school year. Example, if dated January 2013 it must be renewed

2017-2018 Registration Fee

Registration Fee (PK-8)

\$150 for Current Families (Due at time of registration through FACTS) **Please note: \$200 Fee after March 1, 2016**

\$200 for New Families (Due at time of registration through FACTS)

SUMMARY STATEMENT

Once students have met the necessary admission requirements and have been accepted in Saint Mary School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Saint Mary School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school include responsibilities regarding conduct, both inside and outside the classroom and the school, and students are expected to conduct themselves in such manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Saint Mary School reserves the right, and students and parents or guardians concede to the school the right to require the withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Saint Mary School relinquish certain rights they might otherwise be entitled to if they were attending public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Saint Mary School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks and lockers, which are at all times under the joint control of the school and the student to whom the desk or locker has been assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desks.

It should be noted that any mention of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

