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**ST. MARY'S SCHOOL IS ACCREDITED BY THE
NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES.**

MISSION STATEMENT

St. Mary's School nurtures and educates young children and develops a strong academic, faith-filled foundation for our students to become compassionate, responsible Catholic citizens.

St. Mary's School:

- *Provides a safe, nurturing environment for every student to excel
- *Recognizes and intellectually challenges every student
- *Fosters critical thinking
- *Celebrates spiritual and community values
- *Develops and calls well-prepared catholic citizens to leadership and social action
- *Empowers life-long learners to participate in an ever-changing world

NURTURE EDUCATE EMPOWER

OUR GOALS

(1) To provide a challenging atmosphere of learning to foster the development of competent, responsible students with strong academic skills and abilities.

OBJECTIVES:

- The faculty will be encouraged and supported in their professional development.
- The individual needs of each child will be recognized and all possible accommodations will be made to meet those needs.
- All aspects of the school's programs and performance will be regularly evaluated.
- School curriculum guidelines on each subject will be developed in accordance with the Massachusetts State Curriculum Frameworks and the guidelines of the Archdiocese of Boston.

(2) To develop a spiritual foundation of faith with a dedication to Christian service based on the life and teachings of Jesus.

OBJECTIVES:

- Prayer will be an integral part of school life.
- Students will participate in daily quality religious education.
- Students will actively participate in the Eucharist.
- Students will actively participate in a variety of prayer services.
- A tradition of Christian service and benevolence will be established.

PHILOSOPHY

The purpose of St. Mary's School is to provide opportunities for the child to develop his/her potential spiritually, intellectually, socially and emotionally in a secure, safe, caring and stimulating environment.

We believe each child is a unique individual with skills and talents that must be cultivated and needs that must be recognized and met. We are dedicated to excellence in education and to fostering an atmosphere of self-learning, critical thinking, responsible action and peacemaking.

St. Mary's School is committed to teach the Gospel message of Christ: to build a community characterized by sharing, educating, and believing, and to serve through prayer, worship and social action. We believe the youth of the school community should be brought to recognize and respond as educated Christians to any need within society they recognize.

The school's focus on high academic standards, religious education, and the celebration of spiritual and community values nurtures the development of a positive and productive approach to successfully meet the challenges of modern life.

RIGHTS AND PRIVILEGES OF STUDENTS OF SAINT MARY'S SCHOOL

Each student attending St Mary's has the right to the following:

- An opportunity for the best education you can acquire within the framework of your individual needs.
- Work in an atmosphere conducive to learning.
- An education based on Catholic philosophy, namely, the education of the whole child, spiritual, mental, physical and emotional.
- Daily instruction in Catholic doctrine, with a particular emphasis on preparation for

the sacraments.

- Participate in liturgical and par-liturgical celebrations at least once a month with other students.
- Courtesy and respect shown to you and your property.
- Learn Catholic virtues and be helped to develop self-respect, self-discipline, and acquire attitudes and habits needed for a life in a pluralistic society.

SCHOOL AND CLASSROOM EXPECTATIONS

Our primary responsibility is to promote and support each student's learning by providing a learner-centered environment where:

- Students are encouraged to become curious, intensive, creative, and responsible learners.
- Students have equitable access to high-level learning.
- Students have the opportunity to work as individuals and as team members in a respectful classroom atmosphere.
- Students use technology, integrated throughout the curriculum, to support their learning.
- Student work, including projects, products and services, is shared and exhibited.
- Students are coached by teachers who have a good rapport with their students and are enthusiastic and demonstrate passion for their work.
- Teacher instruction is deliberate, thoughtful, and standards-based.
- Teachers use a variety of instruction strategies and activities to build on student knowledge and experience.

ST. MARY'S SCHOOL ADVISORY BOARD

A Catholic School Advisory Board is a body whose members are selected and/or elected to participate in decision-making in designated areas of responsibility. Some areas include planning, policy formation, finances, recruitment of administration, facility planning, Catholic identity, development, public relations, and self-evaluation.

The St. Mary's School Advisory Board is an advisory/consultative board to the pastor and has no decision-making authority. The goal of this process is that the board truly assists and advises, and the result is that there will be more committed and responsible lay

support for the school.

The purpose of St. Mary's School Board is to study all academic, parish and community issues which impact the welfare of St. Mary's School, and to advise the pastor in his decisions relative to these issues.

The goals of St. Mary's School Board are to advise and assist the Pastor, the Principal and the Professional Staff in every way possible to achieve:

- An educational program ensuring academic excellence
- An enduring school environment of Catholic values
- A financially viable element in the allocation of parish funds
- A beacon for the future, and a potential model for Catholic elementary education in the 21st century.

ADMISSIONS POLICY

NONDISCRIMINATORY POLICY

It is the policy of the Department of Education that the Roman Catholic Schools of the Archdiocese of Boston, inclusive of private and parochial schools admit students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The schools of the Archdiocese of Boston do not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admission policies, scholarship and loan programs, or in the hiring of school personnel.

REGISTRATION FOR NEW STUDENTS

Registration for St. Mary's School will take place during Catholic Schools Week in January or February or by the discretion of the school principal. Students will be accepted into each of the classes on the following basis:

1. Children currently enrolled in St. Mary's School
2. Siblings of children currently enrolled
3. New students

Children seeking admission to Kindergarten must be 5 years old by September 1st or be approved by the principal or designee. St. Mary's welcomes the submission of a Kindergarten screening done by an individual's town.

Children seeking admission to Grade One must be 6 years old by September 1st or be approved by the principal or designee.

Parents of children seeking admission to Grades 1-5 must meet with the principal and submit the child's academic records before admission will be granted. St. Mary's will accept students during the year at the discretion of the principal.

The following will be required at the time of registration:

1. Birth Certificate
2. Registration Fee of \$100.00 (non-refundable)

For a student transferring from another school, we request a copy of the last report card, disciplinary report, and a tuition release form indicating that there is no outstanding balance due to the sending school.

RE-REGISTRATION FOR CURRENT ST. MARY'S STUDENTS: In January of each year, all current students from Grades K-4 will re-register stating their intent for returning to St. Mary's School. A **non-refundable** tuition deposit of \$400.00 will be due in March.

FINANCIAL SUPPORT

TUITION RESPONSIBILITIES: The pastor in consultation with the principal and the St. Mary's School Board sets tuition, book, and registration fees annually.

TUITION PAYMENTS: Tuition forms must be filled out per family as requested by the principal. FACTS Tuition company will be the provider for St. Mary's School's tuition collection. Each family will be given a tuition contract. FACTS reserves the right to charge a late fee or application fee for this service. No family may enroll in St. Mary's School without using FACTS' service.

FINANCIAL AID: If there are any families requesting financial aid/scholarship for tuition, the family must request this before registering for enrollment. Families will fill out forms designed by FACTS Aid Service. This company will recommend the total aid amount to the principal in an automated report. The principal will then contact the family with his/her decision. St. Mary's School does not guarantee any aid to families since no significant funding is given to St. Mary's from the Catholic Schools Foundation Fund. Please see the school principal if you have any questions.

FINANCIAL RESPONSIBILITY POLICY:

1. Tuition and Fees are due and payable on or before the dates specified in the payment schedule. Tuition that is not received on the due date will be considered delinquent.
2. No student will receive books, a class list, or be allowed to attend classes in September or register for the next year during pre-registration unless all financial obligations from the previous academic year are met
3. The Archdiocese requires all financial obligations are met with St. Mary's School before they can be accepted to another Catholic school.
4. This policy includes, but it not limited to, the Family Share Plan, and After School Program.
5. Parents or guardians who are experiencing financial difficulty should contact the principal immediately.

6. By signing this handbook you understand that you shall be responsible for all costs of collection, including attorney's fees, court costs, and filing fees, incurred by St. Mary's School as to any unpaid balance.

TUITION REFUNDS:

- | | |
|------------------------------|------------|
| 1. Anytime during Term One | 50% Refund |
| 2. Anytime during Term Two | 25% Refund |
| 3. Anytime during Term Three | NO Refund |
- * No refund on Family Share Money or Hours.
* Deposits are non-refundable.

PARENTAL RESPONSIBILITIES: Parental support and involvement in activities to raise additional funds are essential to meet the cost of education at St. Mary's School. Each family's participation in these activities benefits the entire school.

Parent/Teacher Organization (PTO)

The object of the PTO is to build and maintain an active interest in St. Mary's School and to encourage cooperation between the parents and school personnel for the benefit of the students. All parents and guardians of children attending St. Mary's School are members of the PTO.

The St. Mary's School PTO conducts various fundraising activities throughout the year. These activities provide substantial revenue for the school. Involvement and support of such activities is essential to their success. These activities also provide an excellent opportunity for children to witness the dedication and commitment of their parents to the mission of St. Mary's School.

***St. Mary's School PTO
By-Laws***

ARTICLE I: Duties of Executive Board

Section A

The President Shall:

1. Preside at all meetings of the PTO and of the Executive Board.
2. Appoint committees for the PTO whose appointment is not provided for otherwise.
3. Be a member, ex-officio, of all committees.
4. Be a member of and encourage communication and participation between St. Mary's School Advisory Board and the PTO.
5. Be a representative to the Community School Association of Winchester and in this capacity attend Community School meetings or appoint someone to this role.

6. Report to the school Principal at his/her request.
7. Plan and outline the annual activities with the Principal before presenting the final version to the PTO.

Section B The Vice President shall:

1. Perform the duties of the President in the absence of the President.
2. Be a member, ex-officio, of all committees.
3. Coordinate PTO events with the Executive Board.

Section C The Secretary shall:

1. Record the minutes of all meetings of the PTO and of the Executive Board and send a copy to the Executive board for approval. Once minutes are approved, print a "hard copy" to be filed and email a copy to the designee who will distribute these minutes to the parent population.
2. Be a member, ex-officio, of all committees.
3. Coordinate PTO events with the Executive Board.

Section D The Treasurer Shall:

1. Be responsible for all PTO funds in account held by the Pastor and Director of Operations and Finance. The Director of Operations and Finances and the Pastor's name are the only names listed on the account as authorized signers.
2. Receive all monies and pay all bills authorized by the Executive Board and Principal.
3. Keep an accurate account of all receipts and disbursements.
4. Report finances at all meetings and by request from the Principal and/or Pastor.
5. Present books to an audit team during any audit done by request.

ARTICLE II: Duties of the Voting members of the PTO Board

1. Attend all PTO meetings.
2. Assist PTO Executive Board to coordinate PTO events.
3. Participate as a voting member in all instances when a vote is required.

ARTICLE III: Miscellaneous:

1. The Principal and/or Pastor have the right to oversee and overrule on any items mentioned in the by-laws and Constitution of the PTO in the best interest of the school community.
2. All members of the PTO must act in a Christian-like manner. Failure to do so will jeopardize their participation and possible enrollment in the St. Mary's School Community.
3. The Family Share Coordinator is appointed by the PTO on a yearly basis per volunteer base.

4. All activities and duties performed by the PTO must be within the guidelines of the St. Mary's School Policy Handbook.
5. Payment and request for funds and transfers to the parish must be approved by the Director of Operations and Finance or Pastor and may be requested at any time.

St. Mary's School PTO Constitution

Article I. Name
 This Organization shall be called the St. Mary's School Parent/Teacher Organization.

Article II. Object
 The object of this PTO shall be to build and maintain an active interest in St. Mary's School to encourage cooperation between parents and school personnel for the benefit of the students.

Article III. Membership
 All parents and guardians of children attending St. Mary's School shall be members of this PTO. Any interested person may join as an associate member. The Principal and/or Pastor/Administrator may appoint up to two active/voting members per year.

Article IV. Executive Board Members
 Section A: The Officers of the PTO shall be a President, Vice President, Secretary, and Treasurer.

Section B: The Board shall perform the duties prescribed by the PTO's Constitution and by-laws adopted by the PTO in conjunction with the School Principal and Pastor.

Article VI. Appointment to the Board
 Section A: The Executive Board shall be appointed to their position and shall serve a term of two years.

Section B: Board positions that are vacant will be posted for all Parents/Guardians to view and consider. This information will be distributed via email and paper notice. Those interested in a position will apply and interview with the PTO to discuss the responsibilities, etc.

Section C: The voting members of the PTO Board will make recommendations to the Pastor or his designee who will then appoint the most appropriate candidate to each position.

Section D: The Executive Board shall vote in up to 3 other voting members to the

PTO Board. These members can be voted in throughout the school year after verbalizing an interest. Voting members who wish to resign from the PTO Board must give a notice in writing to the President.

Section E: The appointment for the next academic year must take place no later than May 1st.

Section F: The Principal/Pastor has the right to suspend the appointments based on their best judgment and the best interest of the School.

Article VII. Meetings

Section A: Meetings of the Executive Board

1. Meetings of the Executive Board shall be held at the call of the President, at the request of the Principal/Pastor, or upon written request of at least three members of the Executive Board.
2. A majority of the members of the Executive Board shall constitute a quorum at the Executive Board Meetings.

Section B: Meetings of the PTO

1. Meetings of the PTO shall be called by the Executive Board or upon written request by a majority of the voting members.
2. The Annual Meeting of the PTO shall be held in the spring of each year for the purpose of appointing Board members (as needed), receiving reports, and transacting any other business that may arise.
3. A majority of voting members shall constitute a quorum at any PTO Meeting.

Article VIII. Parliamentary Authority

The rules contained in the present edition of ROBERT'S RULES OF ORDER, NEWLY REVISED, shall govern the PTO in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws and any special rules of order in which the Principal/Pastor, School, Archdiocese or the Roman Catholic Church may adopt. The Principal/Pastor or Catholic Schools Office under the Archdiocese of Boston has the right to suspend this organization and any of its actions/rules and policies.

Article IX. Amendments

Section A: This Constitution may be amended at any meeting of the PTO by a two-thirds vote of those present and voting, provided that the amendment has been proposed by the Executive Board or by a petition signed by fifteen or more members of the PTO and submitted to the Executive Board ten days in advance of the meeting. In either event, the text of the proposed amendment shall be included by the Executive Board in a written notice of the meeting and sent by the Secretary to the PTO members at least one week in advance of the meeting. The Principal/Pastor, School Advisory

Board, or the Catholic Schools Office may amend this Constitution at its discretion without a vote from the PTO. This will only be done with just cause.

Section B: The By-Laws may be amended by a two-thirds vote of the Executive Board, provided that the proposed amendment has been submitted by the Executive Board or by a petition signed by fifteen or more members of the PTO and submitted to the Executive Board ten days in advance of the meeting. The Principal/Pastor, School Advisory Board, or the Catholic Schools Office may amend the By-Laws at its discretion without a vote from the Association. This will only be done with just cause.

Amended – 2014

SCHOOL VOLUNTEERS: There are many opportunities for parents to volunteer much needed assistance during daily school activities. Teacher helpers, room parents, playground supervisors, lunch parents, etc. are very important. A completed CORI form and training in “Protecting God’s Children” is mandatory for all volunteers.

FAMILY SHARE PROGRAM: The St. Mary’s Family Share Program is a program for parents of children attending St. Mary’s School. This program was devised in order to have full cooperation of all parents who are concerned with the success of St. Mary’s and wish to see St. Mary’s continue its excellence in education.

Participation:

Minimum of 25 hours per family

If you would not like to participate in the program, you have the option to buy out your hours at a rate of \$10.00 per hour. For example, if you do not wish to do any hours you will be billed \$250.00 per academic year. There are no exceptions to this program. Monies raised from this program will be used toward the development of various school programs.

Family Share Opportunities will be posted via email and electronic “Sign Up” sheets will be distributed for those interested in signing up for those opportunities. It is important that we have your correct email address and that you give permission to receive emails from Constant Contact to receive these emails.

The Family Share Coordinator in partnership with the school principal/school office will track hours.

The Parent / Teacher Organization will appoint a coordinator and list of duties for each opportunity.

Family Share hours and funds are considered financial obligations to the school and will be billed accordingly.

GENERAL SCHOOL INFORMATION

ENTERING SCHOOL: Upon acceptance into St. Mary's School, all students must present a birth certificate, an up-to-date Immunization and Health Record signed by a Pediatrician (physical performed within 1 year and with all state required immunizations for the grade they are entering), and other school records or transcripts (if transferring from another school). If transferring from another school, a tuition release form indicating that there is no outstanding balance due to the sending school is required.

IMMUNIZATION: Chapter 76, Section 15 of the General Laws of Massachusetts states: **"No child shall be admitted to school except upon the presentation of a physician's certificate that the child has been successfully immunized against diphtheria, pertussis, tetanus, measles, poliomyelitis and other such communicable diseases as may be specified from time to time by the Department of Public Health."**

This statute applies to all children Grades Pre-K through 12. Students who have not presented satisfactory evidence of at least having begun the immunization series may not legally attend school after the deadline set for each district by the Department of Public Health. If your child receives any immunization during the school year, please inform the school so that records can be updated.

SCHOOL DAY (HOURS):

Grades 1 - 5	8:10 A.M. - 2:30 P.M.
KINDERGARTEN	8:10 A.M. - 2:20 P.M.
Pre-K	8:30 A.M. – 2:20 P.M.
HALF DAY	11:20 Dismissal for Pre-K and K 11:30 A.M. Dismissal for Grades 1-5

EARLY RELEASE DAYS: Early release days for professional purposes are scheduled on the yearly/monthly calendar. The exact time for these dismissals will be noted annually as this depends on the bus schedule. The principal has the right to add or subtract these days, but you will be notified in advance.

ACCESS TO THE BUILDING - VISITORS: In the interest of safety for all our children, access to the building will be closely monitored. ALL ADULTS MUST REPORT TO THE SCHOOL OFFICE UPON ENTERING THE BUILDING.

ABSENTEEISM: If your child is going to be absent because of illness or any other reason, please call the school office (781) 729-5515 by 9:00 A.M. If we do not hear from you by 9:00 A.M., expect a call from the school. **If your child is ill in the morning before he/she**

leaves for school, please do not send him/her.

DISMISSALS: Request for early dismissal from school must be submitted in writing to the teacher. Students will not be released to anyone other than their parent or guardian unless we are given parental consent. The person to whom the student is being released is required to come to the school office, show identification and sign the student out.

TARDINESS: Morning announcements begin at 8:10 A.M. Students are considered tardy after this time.

STUDENT RECORDS: In accordance with the 1975 Buckley Amendment, student records may be viewed by parents/guardians only after a request is made in writing. A request for a change in a student's record must be in writing, and it will become part of the student's record. Parents requesting access to their child's records must submit a written request to the principal twenty-four hours in advance.

Student records are provided whenever a student transfers to another school. These records will be sent to the new school only when the parent/guardian has filled out an "Authorization to Release Records" form.

EMERGENCY CARDS: Emergency cards for every student of St. Mary's School must be filled out and kept in the school office. Emergency cards should include names and all phone numbers for the student's parents or legal guardians. These cards also include a listing of any allergies or medical conditions of which the faculty and staff should be aware.. The names, addresses, and phone numbers of two close relatives or neighbors are also required for emergencies.

PARENTS MUST NOTIFY THE SCHOOL OF ANY CHANGES IN ANY PERTINENT INFORMATION ON THE EMERGENCY CARD, INCLUDING ADDRESSES, PHONE NUMBERS, OR LEGAL GUARDIANSHIP.

NON-CUSTODIAL PARENT: General Laws, Chapter 71, 34H (b) requires that in order for a non-custodial parent to obtain the student records of their child, or any academic material, the non-custodial parent must submit an annual request which shall include: (statement from the Law)

A certified copy of the Probate Court's Order of Judgment relative to the custody of the child or by Family Court specifically ordering that this information be made available. Please consult the school principal for more information.

St. Mary's School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other

school-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.

MEDICATION POLICY:

At the beginning of the school year, each family must complete and sign an "Authorization for Utilization of Medication and Release" form.

- Massachusetts General Laws, c71, 54B specifically authorizes the Department of Public Health to promulgate regulations governing the administration of medications in a school setting. The Department of Public Health has codified specific guidelines for the administering of medications in both public and private schools at 105 CMR 210.00.
- St. Mary's, under the auspices of the Archdiocese of Boston, is obligated by law to follow 105 CMR 210.003. It is incumbent upon the administration to assure that St. Mary's is in compliance with the Department of Public Health regulations.
- 105 CMR 210.005 specifically provides that the school nurse, or designee, ensure that there is written authorization by a parent or guardian (form available in school office).
- St. Mary's will not dispense medication without a signed consent form. We do ask that parents/guardians dispense the medication, however, we will provide the service if the parent/guardian is not available.

Students may not carry medication with them (with exception of Epi-pen and inhalers). Medication must be sent to and kept in the school office with a written note of consent from the Parent or Guardian to administer the medication. Specific instructions including dose, time of administration and route of administration must be clearly stated. The medication must have a prescription label (if it is a prescription medication) on it to ensure that the proper medication is administered.

If a student becomes ill or is injured during the school day, a parent will be contacted, and depending on the extent of the illness or injury, the student will be sent home. A parent must make arrangements to pick up their child.

The administration of epinephrine by epi-pen, prescribed by a licensed physician, to a student with a known severe allergy needing an anaphylactic treatment agent may be performed by a school staff member responding to an emergency situation. Such a response is permitted under the Medical Practice Act (Education Law §6527[4][a]) and the Nurse Practice Act (Education Law §6908[1][a][iv]) and is covered by the "Good Samaritan Law" (Public Health Law §3000-a).

HEALTH CARE: Parents are responsible for the overall health of their child. It is expected that students will not be sent to school if they show signs of illness or conditions

requiring medical care. If your child has a medical problem, please inform the school in writing so that we may handle a situation should it arise. Contagious diseases (i.e. chicken pox) should be reported to the school office.

FOOD ALLERGIES: St. Mary's is an "allergy friendly" school. We can not guarantee a nut free/allergen free environment, but are very sensitive to our students' needs. Please DO NOT send in any lunches or snacks that contain peanut or nut products and check with your classroom teacher before sending any food items in for the entire class.

If your child requires an Epi Pen, the pediatrician must fill out an Allergy Action Plan. Please send in a copy of this plan and all medications needed to the school office on the first day of school. Please notify the school nurse and classroom teacher of any life threatening allergies or other conditions that could require care during the school day.

SCHOOL INSURANCE: An optional student insurance plan is made available each September. Complete information concerning student coverage while in school and traveling to and from school is given to the parents at that time.

EMERGENCY SCHOOL CLOSING: When the weather is inclement, please listen to the storm weather reports and school cancellations. PLEASE DO NOT CALL THE SCHOOL OFFICE. You will receive a message and/or email from Honeywell Instant Alert if there is a closure or delay and you may watch the local news for a list of cancellations and delays. We will be listed as "Winchester Public" or "St. Mary's School – Winchester". If you see either or both, the cancellation or delay will pertain to St. Mary's School.

- * One hour delay -- School doors open at 8:30 A.M.
- * 90 Minute delay -- School doors open at 9:00 A.M.
- * Two hour delay -- School doors open at 9:30 A.M.

Lunch and dismissal times will remain the same on delayed opening days.

The After-School Program may be cancelled should a storm develop during the day at the discretion of the After-School teachers. Parents will be notified during the school day.

DRESS CODE: Students will present themselves in a neat and clean manner at all times. It is expected that students will be dressed in complete uniform. We ask for your complete compliance with our uniform policy in order for it to be fair to all children and effective in maintaining our high standards.

STANDARD UNIFORM (GRADES K - 5)

WINTER UNIFORM: Worn from November 1 to April 1

BOYS:

- Solid navy twill pants with a dark colored belt

- White knit polo shirt embroidered with St. Mary's logo
- Navy sweater embroidered with St. Mary's logo
- Solid navy blue crew socks

GIRLS:

- Uniform jumper with a white round collar blouse or turtleneck
- Navy sweater embroidered with St. Mary's logo
- Solid navy twill pants or skort
- White knit polo shirt embroidered with St. Mary's logo
- Solid navy blue tights or socks
- Pants and skort may only be worn with a polo shirt, and not under the jumper.
- Jumper may only be worn with a round collar blouse or turtleneck.

WARM WEATHER UNIFORM - BOYS AND GIRLS: Optional - Worn from the beginning of school until November 1 and after April 1

- Navy twill shorts with white knit polo shirt embroidered with St. Mary's logo - for boys and girls

SHOE POLICY WITH REGULAR UNIFORM:

- Solid, navy or black shoes or sneakers with rubber soles are to be worn.
- NO shoes/sneakers with wheels
- NO Clogs, Crocs, and sandals
- Rain or snow boots must be changed in to shoes during the school day.
- Solid navy blue socks

GYM UNIFORM- BOYS & GIRLS:

- Navy sweatshirt or warm up jacket over gray shirt printed with St. Mary's logo
- Navy sweatpants or warm up pants printed with St. Mary's logo
- Gray T-shirt printed with St. Mary's logo
- Long Sleeve Gray T-shirts printed with St. Mary's logo
- Navy mesh shorts printed with St. Mary's logo (during "warm weather" months)
- Navy nylon wind pants printed with St. Mary's logo
- Sneakers - any color (no wheels!)
- No hooded sweatshirts will be allowed
- Socks must be worn.

***Uniforms must be purchased from J.B. Edward Uniforms in order to maintain continuity.**

LUNCH SCHEDULES AND RULES FOR OUTDOOR RECESS:

Every Recess

- A teacher or paraprofessional will be on duty for every lunch period. The teacher should have the recess bag with them. This bag contains tissues, first aid materials, a key to the gate, and other items that may be needed on the field or blacktop.

- Due to the large number of children at lunch recess, what an adult might consider “excessive” or dangerous running must be stopped.
- No bats or tennis racquets are allowed on the field.
- If you have a question about the activity of any child or group of children, feel free to bring it to the attention of the teacher on duty for clarification. The teacher should handle the situation.
- Lunch parents and teachers should walk around the playground/hall or blacktop. Sometimes the close proximity of an adult will remind students of rules.
- Lunch parents should not hesitate to report any student to the teacher on duty who is not adhering to the rules or being respectful.
- Students have been instructed to use the bathroom before going to lunch recess. They will be allowed back in the building only in emergencies and only after speaking to the teacher on duty.
- The teacher on duty has the right to stop any activity going on during recess/lunch at their own discretion.
- The teacher on duty also has the right to call indoor-outdoor recess.
- The teacher/paraprofessional will take the students to the field or lead them onto the blacktop. The teacher on duty should be the first supervisor on the field/blacktop before any student is allowed to play.
- Students may not sit on the wall or on the stairs leading into the school.
- No students may play on the hill or incline at the field.
- If a ball goes over the fence at the field, students should not retrieve it. A lunch parent (if present) may retrieve the ball after their duty has been finished.
- No food or beverages are allowed on the field.

Recess in the School Parking Lot

- Students should always remain within the flags/boundaries of the blacktop. They are not to venture out on the grass, near trees, rocks or bushes.
- There is no ball playing or Frisbee throwing on the blacktop at any time.
- There is absolutely no pushing, shoving or rough play at all during recess time.

Indoor Recess

- Most indoor recess activities will take place in the hall. If the hall is being used, students will have indoor recess in their classroom.
- No ball playing is allowed.
- Teachers should have students bring work, games, and other fun activities that do not require the use of balls, large toys, or other sporting equipment.
- No food or beverages are allowed in the hall.

*If any student cannot adhere to the above rules, they will lose their recess privilege and be asked to sit in the main office during their recess time. If a student is sent to the office during recess, he/she will sit quietly in the main office for that recess period and the next consecutive recess time.

FOOD SERVICE (MEALS): Bag lunches are offered each full school day. Payment for these lunches is not included in your tuition. Lunch forms will be provided to the parents explaining menu options and price. Students may also bring their own lunch to school and eat in their classrooms. Pizza lunches are offered to all students periodically. Milk is provided for all children at cost, with the exception of free milk to children whose parents meet Federal Standards. No reduced meals are offered since bag lunches are privately prepared.

FIRE DRILLS: The state requires that the fire department exercise at least two fire drills per year. We will also have an additional number of fire drills periodically throughout the year to keep the faculty and students alert. The children have been directed to leave the building quickly and quietly and go to their designated places. Each drill is considered to be of the utmost importance and order must be maintained at all times. Proper behavior is expected and the children must act appropriately or will face a serious consequence.

ARRIVAL, DISMISSAL AND TRANSPORTATION

REGULATIONS REGARDING DISMISSAL OF CHILDREN: Students will not be released to anyone other than their parent or guardian unless we are given parental consent (or they are scheduled to take the bus). If the student will be dismissed to someone other than their parent, guardian or bus, the person to whom the student is being released is required to present themselves to the teacher or school office and show identification before we can release the student.

TRAFFIC FOR ARRIVAL AND DISMISSAL:

Since most of the children in our school travel to and from home by car, we ask the cooperation of all parents on the following safety procedures:

ARRIVAL:

1. There will be one line of one way traffic moving, marked by yellow lines and flags for drop off only allowed in the lot, with a specific drop off station set up.
2. ALL CHILDREN SHOULD GET OUT OF CARS AND ENTER THE SCHOOL YARD AT THE CLEARLY MARKED DROP OFF STATION ONLY.
3. The moving line of traffic will enter the parking lot from Washington Street, up the hill, and out of the parking lot on Dunham Street.
4. Students will meet in the area roped off in front of the school hall. Students will be met by their teachers in the same area at 8:10 A.M. They will file into the school hall where morning announcements and prayer will be conducted as a school community. Students housed in the new building will file to their classrooms after morning assembly.

DISMISSAL:

1. Parents are asked to park on Washington Street to avoid major traffic jams.

2. Only ONE lane of parked cars will be allowed in the school lot at pick up time. Parents deciding to enter the parking lot will enter from Washington Street, up the hill, down the lane marked by yellow lines and flags, towards Dunham Street. (Students will be entering their cars from the right side safely at this time.)

3. Parents are asked to move out of the parking lot IMMEDIATELY upon pick up, allowing the one lane of traffic to move along as quickly as possible.

4. Wait in line until the car in front of you has moved. Please do not go around the other cars in the lot.

BUS RIDERS: Bus schedules are printed in the local daily newspaper prior to school opening. Only those students who are eligible according to the town of Winchester regulations may ride the school bus. NO OTHER STUDENT may ride the bus, even if he/she is going to a friend's home.

Riding the bus is a privilege both for a student and his/her parents. Conduct on the bus reflects not only a student's school training, but home training as well. Undisciplined behavior will not be tolerated. Bus drivers are instructed to report students whose conduct so warrants.

WALKERS: Students who walk to their homes will exit the front door of the school, and if they need to cross the street they will proceed to the St. Mary's School Crossing Guard in front of the church.

*Please let the office or teacher know if your child walks home.

AFTER SCHOOL PROGRAM: St. Mary's School offers students the opportunity of participating in an after school program. This program will be held on the school grounds and in the school building. The hours are 2:30 P.M. - 6:00 P.M on regular school days and 11:30 A.M. - 6:00 P.M. on early release days. If a student is not picked up by 2:45 P.M. the child will be sent to the after school program and the family will be billed accordingly. The philosophy, activities, payment schedule and rates are available in the school office. Fees for this program are considered a financial obligation.

SCHOOL DISCIPLINE POLICY:

The ultimate goal of discipline is that all students at St. Mary's School will exercise the highest degree of self-discipline that is possible for their age level. Their actions and attitudes should be appropriate for encouraging the growth of a greater Catholic community. Parents and school staff share the responsibility for assisting this growth in each child by providing positive role models and by encouraging Catholic behavior that recognizes the rights of all others in the community. Each element of society - the family, the Church, the school, the classroom, and the community - has its own guidelines for the welfare of the group. We must assist each student to know the guidelines, understand their necessity, and realize the results of violating these guidelines.

Discipline Process

Minor infractions of school or classroom rules typically would be dealt in the following manner:

Within an academic year:

1st infraction = Teacher only conference with student, exclusion from activity, loss of privilege and individual assignment (based on teacher discretion)

2nd infraction = Parent notification and/or student conference (teacher discretion)

3rd infraction = Administrator - student conference

4th infraction = Administrator/Staff - parent conference and possible suspension (1-3 days)

Proper form/documentation will be completed for each infraction. Consistent violation of any rule or major infraction of school or civil regulations may result in suspension or expulsion.

WEAPONS:

Students are prohibited from bringing weapons to or having weapons in school. Any student who carries, possesses, conceals, transfers to another to hold, hides, etc., any weapon on school premises or possesses a weapon in the vicinity of the school, shall be immediately excluded from class pending investigation.

A weapon is any object which can be used to threaten or injure another. It includes, without limitation: guns, knives, chains, karate sticks, explosives and sharpened instruments, etc., or anything deemed by the administration as dangerous. School premises include the school building and the adjacent grounds, e.g., parking lots and playgrounds, buses, or any school related event such as a field trip, field day, etc. The principal/pastor also holds the right to determine if a specific object is considered dangerous or defined as a weapon.

RESPECT OF PERSON AND PLACE: At St. Mary's School we strive to encourage both mutual and self-respect and responsibility among the members of the entire community.

BULLYING AND HARASSMENT:

Bullying in the school building, on school grounds, on the bus or school sanctioned transportation or at school sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion. St. Mary's administration will promptly and reasonably investigate the allegations of harassment, including bullying.

Legal Refs: Title VII, Section 703, Civil Rights Act of 1964 as amended Federal Regulation 74676 issued by EEO Commission

USE OF ELECTRONIC DEVICES: Cell phones, pagers, or any other electronic devices not approved by the principal are strictly prohibited. These devices will be taken away by the school staff at any given time.

ACADEMICS

HIGHLIGHTS OF THE CURRICULUM

ACADEMIC STUDIES: St. Mary's School offers a well-rounded and comprehensive curriculum. Students receive instruction in the basic academic areas of math, reading, language arts, science, and social studies. The curriculum is reviewed and updated annually. Careful consideration is given to the updating of texts. Alternative forms of assessment and teaching methods, sensitive to various learning styles, are employed to meet the needs of the individual student.

All students, from the Pre-school Four Year Olds to Grade Five students attend computer education classes. Word processing is introduced to enable students to improve their writing skills. Carefully selected software reinforces the classroom curriculum and helps increase problem-solving skills. Computers are also available in individual classrooms.

In addition, students participate in physical education, music, and library classes weekly. Grades Preschool Four Year Olds through 5 also attend world language classes.

RELIGIOUS AND VALUE EDUCATION: St. Mary's School is a Catholic elementary school and religious education is an integral part of the curriculum. Children participate in daily religious education classes. In these classes, Christian values are emphasized and the teachings and traditions of the Catholic Church are studied. Students attend Mass monthly, on holy days of obligation and other special occasions as a school community. Monthly prayer services are attended by the entire school. St. Mary's School also includes, as part of its curriculum, value and character education. Encouraging the development of characteristics such as honesty, integrity, responsibility and concern for others is a part of St. Mary's basic philosophy and mission. As a result, value education is integrated into all subject areas and is not limited to any specific class or activity.

INTERNET USAGE POLICY:

- The primary use of the Internet at St. Mary's School is for research and education.
- Teachers, administrators, and the computer specialist will evaluate search engines and web sites for the appropriateness of their content. Approved, appropriate areas of the Internet will be designated.
- St. Mary's School students will only use the Internet capabilities under the direct supervision of a teacher, administrator, or computer specialist.
- Students must ALWAYS ask for teacher permission to access the Internet.
- When the using the Internet, students shall not give out any personal information, such as names, addresses, or telephone numbers.
- Students should not be communicating with teachers after school hours regarding any non-academic information.

- Accessing information that is not appropriate or relevant to school work is prohibited. If such information is viewed, the student must notify the teacher immediately.
- Using copyright material in reports without permission is not permitted.
- Students must take great care with the computer equipment in the classrooms and computer lab.
- Any student violating the St. Mary's School Internet Usage Policy will have his/her Internet privileges revoked immediately and face possible disciplinary action.

Computers with Internet capability have all been equipped with filtering software. Our computer teacher and all classroom teachers will discuss our Internet Usage Policy with the students. We ask that you also read the policy with your child and reiterate its importance. We hope you can appreciate our efforts to use this valuable educational tool while keeping our students safe and aware of its potential influence. If you do not want your child to have Internet access, please contact the school office.

REPORT CARDS: Report cards are issued three times during the school year. Guidelines for grading are stipulated on each report card and vary according to the appropriate grade level. It is the parent's responsibility to check all school work brought home by the child. Everyday failures are an indication that a problem exists, and therefore report card marks should not come as a surprise. The last report card of the academic year is mailed home by the end of June or beginning of July. No final report cards are released until all financial obligations are met.

The teacher may send deficiency reports home at any time during the year.

HONOR ROLL REQUIREMENTS:

Grades 3, 4 & 5:

High Honors - All A's in the Subject Areas and all S's in Conduct and Effort Areas. (No S-)

Honors - All A's and B's in Subject Areas and all S's in Conduct and Effort Areas. (No S-)

Marking Guide:

A+ 97 - 100	B+ 87 - 89	C+ 77 - 79	D+ 67 - 69
A 94 - 96	B 84 - 86	C 74 - 76	D 64 - 66
A- 90 - 93	B- 80 - 83	C- 70 - 73	D- 60 - 63
			F below 60

PROMOTION/RETENTION: Promotion is based on the satisfactory completion of all required work at each grade level. Possibility of retention will be communicated to parents/guardians by March 1st. If a teacher recommends retention, it is in the teacher's professional opinion that it is in the best interest of the student. The final responsibility for a student's retention or promotion rests with the principal.

PARENT/TEACHER CONFERENCES: Parent/Teacher conferences are held during the school year as posted in the school calendar. Additional conferences are held at the request of the parent, the teacher, the student, or the principal. Such conferences may be arranged through a written note or a phone call. These conferences are encouraged as a means to greater understanding and cooperation between home and school.

BOOKS: All students are responsible for the condition of books they use each year. Books must be covered at all times, and carried to and from school in a book bag. Losing or damaging a book beyond repair will entail the student paying for the cost of the book(s).

HOMEWORK: Homework is an integral part of the instructional program and learning process. The main purposes of assigning homework are to reinforce the lessons taught in class and to aid in the development of responsibility and good work and study habits. While parental supervision is strongly recommended, the actual homework should be done by the student. Parents who do the homework for their children are defeating the main objectives.

Homework Guidelines: (The following are only guidelines, not requirements.)

- Grade 1 - Students are encouraged to read for 15 minutes each evening. Individual teachers may give simple homework assignments at different times throughout the year.
- Grade 2 - 20 minutes to 30 minutes
- Grade 3 - 30 minutes to 45 minutes
- Grade 4 & 5 - 45 minutes to 1 hour

STANDARDIZED TESTING: Grades 2 through 5 participate in SAT/OLSAT standardized testing in the month of March each year.

FIELD TRIPS: Field trips are extensions of educational instruction and are academic based. Students will observe all school rules when they are on a field trip. Uniforms will be worn unless otherwise stated. Permission slips detailing the trip will be sent home and must be signed by the parent or guardian. **ONLY THE SCHOOL FORM WILL BE ACCEPTED.** Students who fail to return the signed permission slip will not be eligible to participate. Students who are not going on the field trip are required to attend school on that day(s).

VACATIONS: Class attendance is vital to academic success; therefore, every effort should be made to schedule vacation during the assigned school vacation time.

Missed work will be given out **AFTER** a child returns from vacation. Students must assume the responsibility of making up the work upon return from an unscheduled vacation. It is the child's responsibility to approach the teacher or teachers involved in

order to make up any class work, quizzes, or tests which were given while he/she was absent. This work must be completed within a period of time equal to the vacation time.

PARENT-SCHOOL COMMUNICATION: Student performance, health, and well-being are dependent upon a strong link between home and school.

- Important notices and information will be sent via email with Constant Contact. Please ensure that the school office has the correct email(s) for these communications.
- Monthly calendars will be distributed during the last week of each month and posted on the school website at www.stmaryswinchester.org.
- The principal values the suggestions, input and advice of all parents. Notes, phone calls or personal contact are appreciated.
- Clarifications, questions, and concerns pertaining to school policy, activities, or other related matters that concern the functioning and/or welfare of the school should be directed to the principal or school office.
- Notification of the principal regarding any recent and/or unusual experience that may affect a child's behavior or effort would be appreciated. Such information will be held in the strictest of confidence.
- St. Mary's uses Instant Alert from Honeywell, Inc. This includes a phone/email message sent home to parents and guardians, and will be used to inform parents of school closings and other important information. Each family will get information at the beginning of the year in order to update their personal profile.

UNAUTHORIZED USE OF SCHOOL NAME: No student, or student's parent or guardian, without the express prior written authorization of the school's principal, may utilize the school's name or identifying logo for any inappropriate purpose, including but not limited to:

- Opening up any bank account
- Soliciting funds on behalf of the school
- Collecting money on behalf of the school
- Selling products on behalf of the school
- Scheduling any field trip, vacation or other accommodations
- Posting on any website for any purpose including, but not limited to, support of a particular social or political agenda

Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action, up to and including expulsion. Any such unauthorized use of the school's name or identifying logo, may result in legal action.

ST. MARY'S KINDERGARTEN

Educational research indicates that the early years are the most crucial for learning and that the environment of these years permanently affects the child's development and personality.

St. Mary's Kindergarten is a happy, enjoyable, challenging, and stress-free experience for each child. Provided with a variety of opportunities, the child acts within his/her social and natural environment in order to build a foundation for later learning.

There are a number of goals each child should strive to attain, including:

- To express awareness, wonder and joy through his/her relationship with God and the universe; to learn basic Catholic beliefs; to integrate Christian values in all areas of our lives
- To have opportunities to adjust socially and emotionally to group sharing and interaction
- To have opportunities for development and expression of feelings through music, rhythm and the arts
- To participate in experiences that will assist the learning of basic communication and computational skills
- To grow in the ability to make choices and to accept responsibility for his/her actions, for self, for others and for personal belongings
- To develop a positive self-concept, self-esteem and self-confidence by experiencing success, encouragement, and positive reinforcement, as well as failure, without giving up
- To show a basic love, care and respect for others through word and action.

In addition to helping the child adjust to the school situation socially, emotionally and spiritually, our program at St. Mary's is academically oriented. We introduce beginning consonant sounds and encourage children to phonetically sound out words, thus preparing them for reading. Other subjects included in our curriculum are math, science, social studies, penmanship, gym, music, Italian, computers and religion. The program develops the skills of listening and following directions.

Our main objective is to have healthy, positive learning experiences for EACH child.

All above policies in this handbook must be adhered to by Kindergarten students and their families.

ST. MARY'S PRESCHOOL

Description of Program:

St. Mary's Preschool offers students and parents a successful and rewarding school experience. Our teachers and staff are committed to providing support and encouragement to parents and students as they deal with the daily challenges of first school experiences.

The program's philosophy is to challenge, encourage, stimulate, and motivate children in a warm, loving, non-stressful, and nurturing environment. The program assists in the development of each child's self-esteem, self-confidence, and individuality. Our teachers take the time to know, understand, and respond to each student's personality and learning style.

The theme-based curricula develop social, motor, language, pre-mathematical, scientific, and artistic skills which are achieved through play and hands-on-learning-by-doing experiences.

SPECIAL EVENTS

MORNING ANNOUNCEMENTS: The children of St. Mary's School report the news, weather, sports and a joke of the day during the morning assembly. Grades 1-5 are assigned a month when student volunteers can participate.

BIRTHDAYS: Birthdays (half birthdays for those with summer birthdays) are announced daily during morning announcements. The principal and/or teacher award birthday ribbons. We respectfully request that invitations to birthday parties not be handed out in the classroom unless *all* the boys or *all* the girls in a class are receiving invitations. In order to send any treats to celebrate birthdays, you must first seek the permission of the classroom teacher due to the possibility of allergies or other problems.

TAG DAYS: Each month, as noted on the monthly calendar, the children may participate in Tag Day. On that day for a fee of \$2.00 the students may wear appropriate casual clothes. Proceeds from Tag Days will be use at the discretion of the principal.

ENRICHMENT PROGRAMS: St. Mary's School is a member of the Community Schools Association (CSA) Enrichment Program in the town of Winchester. Through CSA, we are able to bring the arts to the children. Enrichment is our way of enhancing the curriculum through the arts.

ANNUAL EVENTS: St. Mary's School offers a number of special programs throughout the year. These include a September Open House, a school wide Thanksgiving Feast, a

Christmas Show, Catholic Schools Week Activities, Field Day, etc.



ST. MARY'S SCHOOL of WINCHESTER school board reserves the right to make changes to this document mentioned above without prior notice.

PARENTAL/STUDENT CONSENT AND RELEASE FROM LIABILITY

I, the undersigned parent/guardian/legal representative of

_____ (“Student”)
Student’s Name

Do hereby consent to the Student’s participation in: _____
(Specify activity above)

And in consideration of the Student being permitted to participate in the activity set forth above I, on behalf of myself, my heirs, my agents, my representatives, and on behalf of the Student do forever RELEASE, acquit, discharge, and covenant to hold harmless, St. Mary’s Parish Church, School, and the Archdiocese of Boston, and their employees, servants and agents, from any and all actions, rights of action, causes of action, charges, and/or claims, in any way related to, arising from, and/or growing out of, directly or indirectly, all known or unknown personal injuries or property damages or death, which I may now or hereafter have as the parent/guardian/legal representative of the Student, as well as any actions, either before or after the Student reaches the age of majority, resulting from, relating to, or in any way connected to, the Student’s participation in any tutoring, athletic, or extracurricular activity set forth above.

This Release is not intended to apply to classroom activities during the normal school day.

Signature of Parent/Guardian/Legal Representative

Signature of Faculty Member/St. Mary’s School or Parish Employee

***All of the above-mentioned activities must seek the approval of the School Principal/Designee or Pastor.**

Initials of Administrator Approval