

# *St. Mary School*

*85 Chester Avenue  
Cranston, Rhode Island 02920*

*Parent/Student Handbook  
2023-2024*

*An Impressive Past  
An Example for the Present  
A Commitment to the Future*



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

*Be it known to all who enter here that CHRIST is the reason for this school. He is the unseen but ever present teacher in its classes. He is the model of its faculty and the inspiration of its students.*

**SAINT MARY SCHOOL MISSION STATEMENT**



Saint Mary School lives the Gospel values of faith, hope and love through our kind thoughts, words and deeds. We foster academic excellence by meeting the individual needs of each child. As a Christian community, we collaborate with our parish and school families to prepare students for the demands of an ever-changing world. We continue the legacy of our Italian fore bearers through our acts of community service.

### **SAINT MARY SCHOOL PHILOSOPHY**

Catholic education at St. Mary School is centered on a deep respect for and commitment to the student as a child of God. We believe that Catholic education is an expression of the mission entrusted by Jesus to the Church He founded; to teach the Gospel message of Christ, and provide the skills needed to meet each student's needs. We strive to build a community based on Jesus' command to love one another. By living and learning in a faith community, children become caring and concerned members of the total human community. We endeavor, through the principles of Catholic education, to assist young people to grow in service to God, the church, the community, and to one another.

Our goal at St. Mary's is to instill a desire for learning in every student. We strive to teach them the essential skills that will furnish each one with a strong foundation for present success and future learning.

We also aim to tap the full potential of each pupil, to enable each child to feel the joy of accomplishment and to foster personal development. Accounting to Gospel principles, St. Mary School strives to offer each child the finest rewards of a Catholic education.

At St. Mary's every student is accepted and affirmed as a unique and special individual. Attention is given to each student's innate abilities and interests so that each one is able to develop socially, spiritually, and academically.

Every effort is made to follow diocesan and state guidelines as well as those presented by current educational research. All programs at St. Mary's are consistent with the school's statement of philosophy.

### **ADMISSIONS POLICY**

Roman Catholic Schools in the Diocese of Providence base their educational purpose and all their activities on the Christian teaching of the essential equality of all persons as rooted in God's love. St. Mary School does not discriminate on the basis of race, color, gender, nationality or ethnic origin.

St. Mary School gives admission preference first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth to non-Catholic students.

The admission process to St. Mary School is to complete the application form and provide all required documents, including transcripts and report cards. Students that are entering Pre-K must be 3 years of age/4 years of age on or before September 1 of that year and be potty trained – no diapers/pullups are allowed. A student entering Kindergarten must be 5 years of age on or before September 1 of that year. Parents of new students entering Grades 1-8 will meet with the Principal.

### **FINANCIAL OBLIGATIONS**

The school's expectation at the time of registration is that a tuition account with FACTS will be set up in a timely manner. No student will start school without authorization that the account is set up. All tuition and fees will be paid on time. Failure to do so nullifies the contract made with the parents.



## TUITION FOR STUDENTS IN KINDERGARTEN – GRADE 8

### TUITION RATE – 2023-2024

\$5400.00 – Per Pupil

\$700.00 – Fundraising per family\*\*

\*\*Fundraising dollars exceeding \$700.00 will not be applied to tuition.

Pre-Kindergarten Tuition is as follows:

#### PreK 4

5 Full days \$8200.00

3 Full Days \$6200.00

5 Half Days \$4100.00

#### PreK 3

5 Full days \$8200.00

5 Half Days \$4100.00

3 Full Days \$6200.00

3 Half Days \$3100.00

There is no Fundraising Fee for Pre-Kindergarten.

All Tuition payments are based on 10-month payment plan made through FACTS Management Automatic Payment System from June – March. Late enrollments may have fewer monthly payments.

### General Charges

**Registration:** \$100.00 per student for existing students  
\$100.00 per student for new students

**Graduation Fee:** \$200.00 (Grade 8 students only- due by the end of February)

### TUITION POLICY

All financial responsibility regarding tuition must be current in order for a student to participate in any after school activities, such as dances, after school clubs and after school sports, etc. **St Mary School will not allow students to take final exams/final tests if there is an outstanding tuition or fundraising balance.**

Prompt tuition payments are vital to the life of the school. Please observe carefully the following regulations. Tuition payments are distributed over ten months. Payments begin in June and are to be completed by March. FACTS Tuition handles all monthly tuition payments.

Tuition payments are due the 5<sup>th</sup> or the 20<sup>th</sup> of the month, June – March

The School may utilize virtual or distance learning during all or part of the school year. In-person instruction may not occur depending on many factors, including, but not limited to, laws, regulations, and government orders in effect at the time, and the School, in its sole discretion, may take additional measures and provide instruction in the manner it deems most appropriate to ensure the health and safety of all students, faculty, and staff. Other activities normally sponsored by the School, including, but not limited to, sports and after school programs, may also be limited, postponed or canceled as the School may deem appropriate to protect the health and welfare of the School community.

### Conditions:

1. No student will be allowed to begin class until three month's tuition, June and July and August, has been paid.
2. If for any reason tuition payments fall 60 days in arrears, students will not be permitted to attend school until the account is brought up to date.



3. Students who are absent from school for more than 10 days due to overdue tuition payments will be asked to withdraw from St. Mary School and official transfer papers will be processed.
4. No Kindergarten student or eighth grade student will be allowed to participate in graduation activities unless all bills are paid in full.

A **penalty fee** of **\$25.00** will be charged for any check returned to us from the bank indicating insufficient funds. After 2 returned checks – we will no longer accept a personal check.

### **FINANCIAL ASSISTANCE (Does not apply to Pre-Kindergarten)**

School families in need of assistance must adhere to the following procedure:

- a. Any family needing assistance must apply to the Diocesan Tuition Assistance Program through FACTS Grant and Aid Assessment.
- b. Parish assistance is available through your parish if they don't support a school.

### **TUITION REFUND POLICY**

The school's expenses are incurred on an annual basis; therefore, the school is obligated to meet costs it cannot cancel because of student withdrawals.

1. Students who withdraw prior to the beginning of school will be charged one month's tuition and the remainder will be refunded.
2. Students who withdraw prior to October 6 will be charged three months' tuition and the remainder will be refunded. Students who withdraw after October 6 will be charged a full year's tuition.
3. Refunds will not be considered until the parent/guardian has signed an official notice of transfer/withdrawal.
4. Students who leave school as a result of disciplinary action will not be granted a tuition refund.

**Extra-Curricular Activities – All activities -sports, Afterschool clubs, camps etc. must be paid in a timely manner. Students will not be able to join any new activities if there is an outstanding balance on a previous one.**

### **SCHOOL OFFICE**

The school office is open 7:30 AM - 3:00 PM Monday through Friday, except for school vacations and holidays. There is an answering machine if you need to leave a message during non-office hours. The office phone is a business phone and should be used by students for emergencies only with the administration's consent.

### **SCHOOL DAY**

Pre-Kindergarten – Grade 8      7:50 AM – 2:20 PM

The time for arrival should be no earlier than 7:50 AM, (unless they are going to Morning Care) since teachers are not on duty before that time. Students should be picked up at dismissal time.

Once students arrive at school they may not leave the premises without the permission of the principal. No students may be in the building without adult supervision.

Punctuality is a habit. Children learn it from their parents. **A student is considered tardy when he/she arrives at school after 8:05 AM.** (For the bus students – if the bus is late, it will be considered an "excused lateness").

**Attendance and tardiness are recorded on the child's permanent record card.**

### **DISMISSAL**

Grades 6– 8 are dismissed at 2:20 PM from the back door in the parking lot.

Grades 5 is dismissed via the side door on Vallone Drive at 2:20.

PreK – Grade 4 students are dismissed at the front door.

Bus pickup is on Chester Avenue via the front door of the school.



Once students have been dismissed and have left the building, they should not re-enter the building. If there is a situation in which there is an urgent reason for re-entering the building, the students should report to the office so that someone will know the student is in the building.

## **ATTENDANCE**

Records of attendance must be carefully maintained according to State Regulations. The reason for absence must also be noted (illness or some other reason). On the day a child is absent the school should be notified by a telephone call between 7:15 – 7:45 AM. If you do not call the school, the school nurse will call you to verify the absence. A child who is ill upon rising should not be sent to school. If a child becomes ill or is injured, a parent/guardian/designated person will be contacted to come to school to bring the child home. No child is allowed to leave school without an adult. A doctor's note will be required when a child is absent for more than 3 days.

**N.B. According to State Law, when a child returns to school after an absence he/she must present a written note to the homeroom teacher giving the reason for the absence, the date and it must be signed by the parent/guardian.**

Documentation for extended medical absences must be provided by a physician. This documentation supersedes parental excuse and is to be presented at the beginning of the extended absence with an estimation of duration. It may be necessary to obtain home tutoring.

## **EXCESSIVE ABSENCE**

Cases of excessive absence will be handled by the Principal on an individual basis. Truancy from school is considered a serious matter, and will be addressed as such.

## **MANDATORY SCHOOL ATTENDANCE**

Students who are absent from school may not take part in any activities or attend any school functions on the day (s) the absence occurs.

## **PLANNED EXTENDED ABSENCE**

In case of planned extended absence the parent/guardian should contact the Principal and teacher. **Teachers are not required to assign additional work. Parents and students assume full responsibility for academic progress during the absence. Work missed will be made up when student returns. Students should contact teachers for missed work. Make-up work is done outside school hours. Tests and quizzes may be made up at the convenience of the teachers.** Family vacations should be planned for school vacation dates whenever possible.

## **ASBESTOS**

Virtually all asbestos has been removed. What is remaining is covered and properly maintained.

## **BIRTHDAYS**

Students may come out of uniform on their birthday. If the student's birthday falls on a weekend, holiday or school vacation he/she may dress down on the previous Friday. Summer birthdays will be celebrated on a designated day to allow all students to come out of uniform.

## **BULLYING AND HARASSMENT**

To protect the right of all students to learn, bullying and/or harassment of any individual or individuals will not be tolerated. St. Mary School provides a safe and caring environment for all. There is a new Statewide Anti-Bullying Policy (Safe Schools Act) effective June 30, 2012 that all schools must adopt. (Policy can be found on pages 21-24)

## **COMMUNICATION WITH STAFF**

In keeping with the Church's principle of subsidiarity, problems should be solved at the lowest level whenever possible. Please follow this hierarchy of communication:

1. If you have a question, ask for a conference with the teacher first. **Spontaneous, unannounced visits to the classroom will not be allowed.** Teachers can also be contacted via e-mail addresses



on the school website under the heading “Faculty & Staff. Teachers will respond via a note or a phone call. Email will not be used to discuss a student’s academic or behavior issues.

2. Parent and teacher will meet at a convenient time to solve the problem.
3. If no resolution occurs at the above meeting, the parent and teacher will meet with the principal to help resolve the matter.
4. Conferences with the principal should be arranged by appointment only by letter or telephone call to the office.

### **CONFIDENTIALITY**

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

### **CRISIS MANAGEMENT PLAN**

The school has a comprehensive Crisis Management Plan that is updated on a regular basis. For security reasons, this plan is distributed only to employees of the school who are in-serviced in this plan annually, or whenever the plan is altered. Depending on the situation, St. Mary School may be in a “lockdown” mode which would prohibit anyone from entering the school building. In all cases, the safety of the students and employees is our top priority. Should a crisis require evacuation from St. Mary School building, students will be brought to a location off school grounds. A sign will be posted on the school front door indicating where parents can meet their child/children. During a national or local crisis, we will make every effort to put an announcement on the school answering machine and/or website. For further information concerning the crisis, parents can refer to local television and radio stations.

### **CUSTODY**

This school abides by the provisions of the Buckley Amendment, which state that 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. The school will not be held responsible for failing to honor arrangements that have not been made known.

### **DETENTION POLICY**

Students in Grades K-8 can be given recess detention or detention to be served after school. Conduct referrals will be issued and sent home as needed. Habitual misbehavior will result in a parent conference and a conference with the principal.

Accountability Cards are given to grades 2 – 8. Parents should monitor these cards. **Detention will be assigned when a student receives three infractions on the accountability card. Any serious infraction or misbehavior will result in an immediate detention.** (Samples of the Accountability Cards can be found on pages 18, 19 & 20).

### **DISCIPLINE CODE**

Students at St. Mary’s are encouraged daily to live as Christian witnesses, respecting their bodies as temples of the Holy Spirit. Discipline is as fundamental in education as is fundamental in life.

In keeping with our philosophy, we agree that encouragement and praise are the preferred means to achieve discipline. Withdrawal of privileges and removal from positions of importance are also acceptable methods to encourage good discipline.

The teacher or administrator shall have the same rights as a parent or guardian to control and discipline a child while attending or participating in any school function authorized by the school district.



Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore, intimidation, harassment, threats of violence, and actual violence of any kind in any form, including use of email by any member of the school community to another member of the school community or to an outsider, subjects the individual to sanctions by the school including but not limited to suspension, medical/psychological evaluation, and exclusion. **All** threats of violence will be taken seriously. Excuses such as, *"I was just kidding"* are **not** acceptable. In addition, threats of violence and acts of violence will be reported to the police where appropriate.

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school. A student who fails to comply with directions of teachers, student teachers, substitute teachers, teacher aides, principals; or other authorized school personnel during any time when he or she is properly under the authority of school personnel shall be in violation of school rules and regulations.

Students are allowed to bring cell phones into the building, but the phones must be kept in the student's backpack. Cell phones must be kept off during school hours and only be used for an emergency situation with permission from the teacher or principal.

### **EARLY DISMISSAL / SIGN-OUT PROCEDURE**

Any parent, guardian, or person listed on the Emergency Contact Card must provide proper identification (i.e., driver's license) in order for a child to be released to them. When a situation exists where a child is to be picked up early, the person picking up the child must sign the Sign-Out Log located in the front of the office. No child will be released to a person not listed on the Emergency Card, or verified by the parent in writing.

### **EMERGENCY CARDS**

At the beginning of the school year parents are asked to fill out two emergency cards **for each child. One is for the nurse and the other is for the office.** The information must include the telephone number (cell phone and pager) including the extension number where a parent may be contacted should the need arise. In addition there should be the names, addresses, and telephone numbers of two relatives or friends who have previously agreed to take the parent's place when the parent cannot be contacted.

**This information must be updated in the office when there is a change (in work location, etc.). Students will only be released to contacts listed on the emergency care cards.**

### **EMERGENCY CLOSINGS/DELAYS**

In the event of inclement weather or other emergencies, school may be closed or delayed. This information will be broadcast on local TV and radio stations under St. Mary School, Cranston. St. Mary School follows the Cranston Public Schools - if Cranston is closed due to inclement weather, St. Mary School will also be closed. Bus students – contact with parent must be made prior to putting a child on an early dismissal bus. If we are unable to reach a parent the child will remain at school. All other students will remain in school until parents or designated adults come for them. When school is cancelled or there is an early dismissal there will be no after school care.

### **EXPULSION**

Expulsion is the permanent exclusion of a student. It is always a serious matter and is exercised only as a last resort. The Principal has the right to expel a student.

Reasons for expulsion may be:

- Repeated offenses or disregard of any of the reasons enumerated under suspension
- Buying, selling, distributing drugs, narcotics, alcohol, or weapons which are criminal offenses and are subject to prosecution

When the Principal exercises the right to expel a student, the Superintendent of schools should be notified.

### **EXTRACURRICULAR ACTIVITIES**

St. Mary School provides certain activities for students provided parent volunteers are available to supervise. Our students (grade 3-8) participate in various sports programs under the sponsorship of the Catholic Athletic League.



Academic and conduct standards must be maintained by students for participation. All financial obligations must be up to date. Each athlete must have a "Sports Eligibility Form" (Sample on pages 8 & 9) signed by their homeroom teacher prior to each season. The right to rescind this form during the season is reserved by the administration. The athlete who is not eligible to play in games is also not eligible to practice with the team. A student must be in school in order to participate on any given day. The same rules will apply for activities other than sports. Parents must be available to "work" one game (this is especially true of Basketball and Volleyball).

All coaches must take the mandatory training sessions and be certified by the Diocese of Providence. In addition, all coaches must have a current BCI (done by the Office of Compliance) and be current with the Safe Environment Training.

### **FAMILY WORSHIP**

Students of St. Mary School are expected to worship weekly at Saturday evening or Sunday Mass. This applies to students who are members of St. Mary's parish as well as students from outside the parish. The latter should worship at their respective parishes.

It is also expected that parents of students worship on a regular basis and, when possible, together. Except for serious reasons, we are never exempt from worshipping God on a weekly basis. This is the law of the universal church.

Failure of either students or parents to worship on a regular basis undermines all efforts and philosophy of Catholic education at St. Mary School in particular. Family priorities should be established so that regular weekend worship can be made a top priority.

### **FIELD TRIPS**

School-related activities away from the building (field trips) are privileges, and students can be denied participation if they fail to meet academic or behavioral standards. The principal, after consultation with the classroom teacher, will make the final decision when necessary. (Sample form pages 25 & 26)

A copy of the standard permission form is included in this handbook. If a student forgets to bring the form home, a parent can copy this form from the handbook and fill it in. The school will not accept forms other than the one shown in this handbook, and students who fail to submit the form will not be allowed to participate in the field trip. Telephone calls will not be accepted in place of the proper form. **Students are expected to attend class field trips.** Please speak to the principal if this creates a financial burden for a family. Students are not permitted to stay home in lieu of going on a field trip. They will be expected to complete written assignments at school that day or will receive a failing grade in that subject area. Inhalers and EpiPens and one of the school's First Aid Kits will be carried by the teacher or the assigned chaperone of the student.

### **FIRE DRILLS/LOCKDOWNS/EVACUATIONS**

State law requires that schools have fifteen emergency drills which include fire drills, two lockdowns and two evacuations. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the designated route as quickly as possible. Students are not permitted to talk during a fire drill, and are to remain outside the building until a signal is given to return inside. Any parent who is visiting or volunteering in the school when the fire bell rings, is expected to evacuate the building using the nearest exit. During a lockdown or evacuation no parent will be permitted to enter the school.

There is no phone communication when any of these drills are in progress. Parents will be contacted in the event of an actual emergency.

### **GRADING**

The school year is divided into 3 trimester marking periods. A progress report will be sent to each parent in the middle of each trimester. The grading system is Standards Based for Kindergarten – Grade 4. See the Evaluation Key below.



		<b>EVALUATION KEY</b>
4	Exemplary	Performance consistently demonstrates exceptional achievement of grade level standards
3	Meets the Standard	Performance consistently meets benchmarks required for meeting the grade level standards
2	Approaches the Standard	Performance shows student mastered some but not all of the skills required for meeting grade level standards
1	Below the Standard	Performance shows limited progress toward mastering the skills required for meeting the grade level standards
NA	Not Assessed	The skill is not formally assessed this trimester
*	Needs Improvement	An * in a box indicates a need for improvement

**Students in Grades 5-8 will use a number scoring system.**

**A        90 – 100**  
**B        80 – 89**  
**C        70 – 79**

**A grade below 70 is Not Passing**

**The weight of the grade is broken down into two categories:  
Assessments (45%), Class-work & Independent (55%)**

## **HEALTH / MEDICAL**

### **ST. MARY SCHOOL IS PEANUT FREE/TREE NUT FREE SCHOOL**

St. Mary School is a peanut free/tree nut free environment. Students are not permitted to bring to school any food item that contains peanuts or is processed in a facility that uses nut products.

All medical information is to be sent to the school nurse. In addition to our school nurse we are provided the services of a nurse from the Cranston School Department for one hour three days a week. School personnel may not administer medication. If a student needs to take medication during school hours the nurse shall administer it provided there is written consent from the parent and the proper documentation from the doctor. (Page 27) If the nurse is absent a parent or other adult designated by the parent must come to school to administer the medication.

Inhalers should be labeled with the student's name and left in the office to be used as needed. A student may keep an inhaler with him/her provided there is a letter from the doctor on file in the office, stating that the child may do so. Parents are responsible to monitor and maintain the current status of prescriptions, such as inhalers, and update them before expiration dates.

Parents/guardians will be called when students are too ill to remain in school.

Parents/guardians or emergency contacts who are picking up a student who is ill **must come to the front door, provide positive identification, and sign the student out of school.**

## **HOMEWORK**

It is the belief of St. Mary's School faculty that a sound, practical and functional homework policy will enhance the learning process by giving pupils an opportunity to work independently, to develop study skills enabling them to obtain further knowledge and to enrich class experience by having students apply what has been learned in school in a more practical manner. Homework is an opportunity for the students to review, practice, study and explore concepts and materials presented in class. Homework includes study as well as written assignments. Students are responsible to know what the homework assignments are. They are also responsible for bringing home all necessary books, notes, etc. No students may return to school after dismissal to get books, papers, etc. Forgetting to bring home needed materials does not excuse one from homework responsibility.



Homework is one of the factors in a student's grade and builds a sense of responsibility. Chronic missing homework will result in detention.

Occasionally, there may be a legitimate reason why a student cannot get his/her homework done (e.g. illness, family emergency). In such cases the parent/guardian should write a note of explanation and an extension may be granted.

Parents should provide the student with a proper, quiet atmosphere for studying. Boundaries should be set for study times and outside activities. Parents may supervise the doing of homework, but need to remember it is the child's work. Please be aware that different students will take different amounts of time to complete their assignments.

**Homework Due to Absence** – If a student is absent for less **than three days they should call a friend for assignments. If a student is absent for more than 3 days, parents may call the office and request homework. Homework assignments will be prepared and picked up at the end of the school day.**

### **HONOR ROLL**

Students in grades 5 - 8 are eligible for the Honor Roll. The Honor Roll includes all academic subjects: religion, English, reading/literature, mathematics, science and social studies. For academic subjects:

◆ High Honors with distinction	96 - 100
◆ High Honors	90 - 95
◆ Honors	85 - 89

Special subject areas include: Italian, Art and Physical Education/Health. To qualify for the Honor Roll, a student must have at least an 80 in each of the special subject areas and demonstrate Christian Values.

### **LOCKER INFO**

The school is co-tenant of lockers and desks and reserves the right to search desks, lockers or personal belongings at any time without notice if there is a reasonable cause for such a search.

### **PARENT COOPERATION**

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

Parents are held to the same standard as students with regard to respect for teachers and staff.

Parent interaction with school professionals for the purpose of academics, as well as fundraising, is a huge part of the school's success. Parent volunteers are welcomed and needed. We ask that your participation be done in an orderly fashion, respecting a quiet atmosphere and respect for student needs. Fundraising activities will be ongoing throughout the year, but it is important that it not interrupt the learning process. Parents involved with fundraising will be asked to be here by appointment, approved by the principal, with the sole purpose of carrying out the duties of fundraising as discretely as possible, with as little disruption to the flow of the school day as possible. Orderliness is key to the success of our fundraisers who work tirelessly at this year-round.

### **PARENT-TEACHER GUILD**

The general purpose of the Guild is to bring the teachers and parents into closer contact with one another by means of conferences, committees, and projects; to encourage the efforts of the teachers; to improve the conditions and the surroundings of the children; and, in general, to encourage public sentiment for the welfare of the school.

### **PARENT SUPPORT SERVICES**

Parents are encouraged to provide support services to the school. Many parents have knowledge and experience that would be beneficial to the students. Arrangements could be made for a classroom presentation or a field trip to the place of employment, etc.



Time is a very precious commodity. Each hour given in volunteer service is greatly appreciated.

All volunteers must have a current BCI and Safe Environment status.

### **PHOTOGRAPHS**

Each year students have their pictures taken for the school yearbook, files, and for identification. However, at times during the school year, photos may be taken for promotional activities or events. **Parents have the right to not have their child's picture taken for promotional activities or events.** Parents must put in writing that they do not want their child photographed for any promotional activities. (Photo permission form on page 30)

### **PHYSICAL EDUCATION**

All students are required to take Physical Education and Health Education. If a student has a permanent or temporary medical condition that prevents him/her from participating in physical exercise, a note from the doctor is required specifying the reason for exemption and its duration.

### **PROMOTION**

In the primary grades, successful completion of the Reading Program is an important consideration for promotion. Inability to read well causes more students to fail in school than any other single factor. The foundation of reading is laid in the primary grades, K- 3. Promotion through the primary grades will be determined mainly by the student's progress in reading.

**In grade 4, satisfactory work at grade level would constitute promotion.**

**In grades 5-8, satisfactory work at grade level would constitute promotion.** A score of 70 and above is passing.

Failure in one or two major subjects requires a student to attend summer school. **Failure in more than three subjects will be handled on a case by case basis.**

### **RELIGION AND LITURGICAL CELEBRATIONS**

All students take religion class and attend various liturgical celebrations throughout the year. These celebrations include school Masses once a month, Mass on Holy Days and Stations of the Cross during Lent. Non-Catholics do not participate in the reception of the Eucharist. Catholic students who have made their First Communion receive the Sacrament of Reconciliation seasonally throughout the year. Parents that would like to have their child receive a sacrament may make arrangements with the Deacon.

### **REPORT CARDS AND PROGRESS REPORTS**

Report cards are distributed on a trimester basis in Grades K - 8. **A parent conference is scheduled for the first trimester Report Cards. Parents must meet with the teacher to receive the child's Report Card.** Progress reports will be given to all students at the midpoint of each trimester.

### **SAINT MARY SCHOOL BOARD**

A consultative board, established by the pastor, cooperates in the policy-making process by formulating and adapting, but never enacting policies. The pastor enacts policy developed by the consultative board before it can be promulgated and implemented.

### **SCHOOL DANCES**

The following guidelines must be adhered to regarding school dances:

1. All school rules must be followed at a school dance.
2. Appropriate dress is required at all school dances.
3. All students must be **PRESENT** in school for the full day on the day of the dance or they will not be allowed to attend the dance.
4. All students must arrive at the dances within the first thirty (30) minutes of the start of the dance. Students may not leave early.



5. Only students of appropriate grade levels can attend the dances. All others will be asked to leave.
6. The administration reserves the right to revoke a student's privilege to attend a school dance, or other school-related activity.

## **SMOKING**

State law prohibits smoking in a school building and on school property. Smoking is prohibited at all times in St. Mary School building, in the parking lot and in front of the school building. This prohibition applies to faculty, staff, parents and all visitors to the school.

## **SPORTS ELIGIBILITY FORM**

To be eligible to participate in the school's extracurricular sports program, a student must have at least a 70 in every subject and demonstrate Christian Values. The eligibility form (Sample form page 28 & 29) must be signed by the student's homeroom teacher in consultation with respective faculty and administrators. The right to rescind this endorsement during the season is reserved by the administration.

## **STANDARDIZED TESTING**

A standardized test determined by the Catholic School Office is administered annually to students in grades K - 8. St Mary's School has adopted the Star Testing in both Reading and Math. These results help the school to assess the needs of the students individually as well as collectively. The school, in turn, can then modify existing programs/materials to meet the needs of the students and to challenge them to achieve their potential. Students in Grades 5 & 8 also take the ACRE Religion test.

## **STUDENT EXPECTATIONS**

St. Mary School students:

- Will be educated and nurtured with the gospel of faith, hope and love.
- Take responsibility for his/her learning.
- Understand and demonstrate a sense of community and good citizenship.
- Reason effectively and develop good problem-solving skills.
- Read actively and critically for a variety of purposes.
- Understand and apply technological concepts.
- Perform and apply innumeracy skills for a variety of purposes.
- Develop a keep curiosity to become life-long learners.
- Are responsive to the need of an ever-changing society.

## **SUSPENSION**

Students are suspended from school at the discretion of the Principal. Suspension is the temporary exclusion from the classroom. A suspension may be "in house" at school where the student is isolated from the other students or the student may be sent home for the duration of the suspension. The number of days a student is suspended will be determined by the seriousness of the offense.

Some of the reasons for suspension include but are not limited to:

- Obscenity in speech, writing, or drawing in school
- Any disrespectful verbal or physical sign, gesture, or threat toward a teacher, a substitute teacher, lunch supervisor, or any person in authority.
- Physical Altercation with another student
- Serious disruption of classroom by personal behavior
- Willful destruction of school property
- Leaving the building or premises without permission
- Smoking in any area within the building or on grounds adjacent to the building
- Deliberate bodily injury or threat of bodily injury
- Bunking school
- Possession of alcoholic beverages/drugs
- Possession of or involvement with any type of weapon



All suspensions will carry the following academic consequences:

- a. Class work missed because of suspension will be required to be made up after school.

**THE PRINCIPAL IS THE FINAL RECOURSE IN ALL DISCIPLINARY SITUATIONS AND MAY WAIVE OR IMPOSE ANY DISCIPLINARY RULE FOR JUST CAUSE AT HIS/HER DISCRETION.**

### **TARDINESS**

Habitual tardiness is a reflection of the parent's lack of responsibility at the elementary school level. However, it is the student who misses instructions and work, and eventually this leads to lowering grades. It is also disruptive to the classroom, which has already been in session.

If a student is late (arrival after 8:05 except in the case of a late bus), he/she must be signed in at the office and must bring a tardy slip to class. Students are allowed to receive five (5) unexcused tardy slips during a trimester - on the sixth (6th) tardy he/she will receive a (recess or after school) detention. Subsequent detentions will be issued for every tardy thereafter.

### **TECHNOLOGY AND THE INTERNET**

#### **Acceptable Use Policy**

St. Mary School fully endorses the use of the Internet as an educational tool. Access to information, research sources, people and computers throughout the world is available to students. The school is committed to restricting access to questionable material and to limiting inappropriate use by having installed filtering software, direct supervision, and student education. Control of all on-line activities is impossible. Therefore, all users who access the Internet through St. Mary School are required to adhere to strict ethical and legal guidelines. If St. Mary School users violate any of these provisions, their access via the school may be terminated, and future computer access may be denied. In addition, a student guilty of such violation will be subject to disciplinary action up to and including suspension/expulsion from school. Each student will sign an "Acceptable Use Internet Policy". The Internet Usage Policy will be sent to parents and kept on file at the school. The policy will regulate students' usage of the Internet and outline appropriate behavior. (Sample on pages 31 - 33)

### **TEXTBOOKS**

All textbooks should be covered and kept covered throughout the year in order to maintain them in the best possible condition. There should be no marks or writing in them. Each book is numbered and students are responsible to return it in good condition at the end of the year. If the book is lost or destroyed, it will be the student's financial responsibility to replace the book.

Cranston provides Math, Science, Social Studies and Language Arts texts for Cranston residents.

**Rhode Island students living outside Cranston will need to request these books through their local school department.**

### **TRANSPORTATION**

No student may change his/her mode of transportation (walking, private vehicle, bus) without a written note from the parent or guardian. If a student will be going to a friend's house (a note from both sets of parents is necessary) after school and will be changing the mode of transportation or going with a different adult, **this information must be put in writing** for the safety and protection of all involved. This note should be given to the homeroom teacher **in the morning**. The office will not call parents to arrange this.

### **UNIFORMS**

School uniforms should be worn to and from school daily. A written excuse from a parent is expected when a child comes to school out of uniform. It is the responsibility of the parents to ensure that children adhere to the following dress code. Uniforms are provided by Tommy Hilfiger. Gym uniforms are provided by WOW Design Ink LLC.

#### **Girls Grades PreK- 3 year olds**

Navy Knit Jumper (Long Sleeve and Short Sleeve available)



#### **Girls Grades PreK- 4 year olds - Grade 4**

- Jumper with White Broadcloth Rounded with Logo
- White shirt with logo

#### **Grades 5 - 8**

- Navy Skirt with either the Light blue 3/4 sleeve with logo
- Navy pants with Light Blue Shirt

#### **Warm Weather Uniform for All Girls (August - October and May & June)**

- Navy shorts with Light Blue Polo shirt
- Sneakers

No Cargo style pants will be allowed.

***NOTE:** Length of skirts and gym short must be at the knee, no shorter. One pair of small stud earring is allowed. Make-up of any kind is not allowed. Rubber band bracelets are not allowed. No “Roller Sneakers” allowed. Nail Polish – Clear nail polish is acceptable. For safety reasons Acrylic Nails are not allowed. Navy, white or black headbands are acceptable. No feathers in the hair or other hair accessories are allowed. The only jewelry allowed will be a small cross, a watch and one bracelet. No jewelry allowed on gym days.*

#### **Boys Grades Pre-Kindergarten – Grade 4**

- Navy pants with Light Blue Polo Shirt (both long and short sleeve)

No Cargo style pants will be allowed.

#### **Boys Grades 5-8**

- Navy pants with Oxford Button Down (both long and short sleeve) with logo
- Navy Tie

#### **Warm Weather Uniform for All Boys (August - October and May & June)**

- Navy shorts with Light Blue Polo Shirt or Oxford Shirt
- Sneakers

***NOTE:** Boys in any grade may not wear earrings. Tattoos, body piercing, hair bleaching, or any similar fad that arrives on the scene during the course of the school year will not be allowed. Hair should be neatly trimmed and extend no lower than the collar of the shirt. Rubber band bracelets are not allowed. No “Roller Sneakers” allowed. The only jewelry allowed will be a small cross, a watch and one bracelet. No jewelry allowed on gym days.*

**Sweaters or Fleece Jackets - these are optional but if a sweater or fleece is worn it must be one the following:**

- Navy Sweater - Cardigan with Logo
- Navy Fleece Vest or Jacket with Logo

#### **Gym Wear for both Boys & Girls**

#### **Grades Pre - Kindergarten – Grade 4 ALL with LOGO**



- Navy Sweatpants
- Navy Sweatshirt
- Navy Shorts
- Gray T-Shirt

### **Grades 5 - 8    ALL with LOGO**

- Navy Sweatpants
- Navy Sweatshirt
- Gray T -Shirt
- Navy Shorts

**SHOES FOR ALL STUDENTS MUST BE BLACK OR BROWN AND BE APPROPRIATE FOR SCHOOL.**

**SNEAKERS FOR GYM MUST BE BLACK OR WHITE.**

Students must adhere to the specific uniform code outlined in the handbook. Any exceptions to the dress code will be addressed at the discretion of the school faculty and administration. The final decision rests with the Principal, following discussion with the faculty and staff.

Failure to abide by the published uniform code may result in detention or suspension from school.

### **DRESS CODE FOR “NON-UNIFORM” DAYS**

There are several opportunities throughout the year for the students to come out of uniform. Clothes worn on Out of Uniform Days **must be appropriate for school.**

The following type of dress is not allowed:

1. Halter tops, bare-midriff blouses, low cut tops or short skirts.
2. Muscle shirts and tank tops.
3. Spandex shorts, short shorts or bikini shorts. Shorts must be at finger tip level.
4. Leggings
5. Shirts with obscene, distracting or distasteful symbols or language.
6. Any garment or ornament determined or perceived by the administration to be gang-related in nature.
7. Any footwear that can be considered a safety hazard to the student or student body. For example flip flops/ sandals are not acceptable to wear to school.
8. No open back shoes
9. No pajamas or slippers
10. No ripped jeans

The school reserves the right to send students home when their manner of dress is deemed to be a distracting influence or a danger to health and safety of others or to themselves. Students who do not follow the dress code will lose the privilege of participating in the dress down event.

**Out of Uniform Passes will not carry over from year to year.**

### **USE OF SCHOOL GROUNDS**

Supervision is provided by the St. Mary School staff from 7:50 to 2:30 on school days. (Bus students are the exception to this rule). **Morning Care is provided from 6:50-7:50 on school days for an additional fee. After School Care is provided from 2:20 PM to 5:00 PM on school days for an additional fee.**

**Fire regulations dictate no parking in driveway in front of school at any time.** Parents must use on-street parking at all times.



Parents are asked to keep from loitering in the school and on school grounds before, during and after school hours. It is a distraction to the students to see family members outside their classroom windows.

### **VISITORS**

For reasons of protection, anyone entering the school building during the school day must use the front door and report to the office. **ALL DOORS WILL BE LOCKED.** Entrance to the school will be via the front door.

**NO ONE** may go to a classroom to speak to a teacher or to get a student. The student will be called to the office. **If a parent wishes to speak to a teacher, an appointment must be made.**

### **WEBSITE**

St. Mary School hosts a website with pertinent information about the school. Parents are encouraged to visit this website to read information regarding consent forms, yearly and monthly calendars, Thursday memos, etc.

The website for St. Mary School is [www.stmaryschoolri.org](http://www.stmaryschoolri.org).

### **WITHDRAWALS AND TRANSFERS**

A transfer request must be obtained from the school secretary. **All books must be returned and financial obligations met.**

### **SCHOOL'S RIGHT TO AMEND**

St. Mary School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.



## AFFIRMATION PAGE

### AGREEMENT

Please sign and return this form to school as soon as possible. By signing you confirm that you have read the **Student – Parent Handbook** and will abide by the rules of this handbook.



“We have read, understand, and agree to be governed by this handbook.”

**Parent/Guardian**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Child Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

\_\_\_\_\_ **Grade:** \_\_\_\_\_

\_\_\_\_\_ **Grade:** \_\_\_\_\_



## Accountability Card: Grade Two

### Classroom Expectations:

We follow directions the first time they are given.

We follow all school safety rules.

One person speaks at a time.

We keep our hands, feet, etc. to ourselves at all times.

We treat everyone with kindness and respect.

<b>Disruptive:</b> Inappropriate behavior during class time or transitions.					
<b>Disrespectful:</b> to teachers, staff, or classmates.					
<b>Not attending to task</b>					
<b>Failure to follow directions.</b>					
<b>Other:</b>					



## Accountability Card: Grade Three

### Classroom Expectations:

We follow directions the first time they are given.

We follow all school safety rules.

One person speaks at a time.

We keep our hands, feet, etc. to ourselves at all times.

We treat everyone with kindness and respect.

<b>Disruptive:</b> Inappropriate behavior during class time or transitions.					
<b>Disrespectful:</b> to teachers, staff, or classmates.					
<b>Not attending to task</b>					
<b>Failure to follow directions.</b>					
<b>Other:</b>					



Accountability Card Grades 4-8

ACCOUNTABILITY CARD												Student:	
Grade:													
For any three (3) infractions the student is required to attend detention.													
APPLICATION of CHRISTIAN VALUES *(Concern for Christian Values precludes a student from Honors)	1 <sup>st</sup> Trimester			2 <sup>nd</sup> Trimester			3 <sup>rd</sup> Trimester						
<b>Disruptive</b> – Lacks consideration for the needs of the moment and responds inappropriately													
<b>Disrespectful</b> – Shows lack of consideration and appreciation of others; students or adults													
<b>Irresponsibility</b> – Inconsistent in fulfilling assigned responsibilities													
<b>Misconduct</b> – Exhibits inappropriate behavior													
<b>Lacks Cooperation</b> – Does not listen to, share with, or support others													
OTHER INFRACTIONS	1 <sup>st</sup> Trimester			2 <sup>nd</sup> Trimester			3 <sup>rd</sup> Trimester						
<b>Out of Uniform Code</b>													
<b>Accountability Card not with Student</b>													
TRIMESTER ATTENDANCE	1 <sup>st</sup> Trimester			2 <sup>nd</sup> Trimester			3 <sup>rd</sup> Trimester						
<b>Days Tardy</b> Five Tardy dates per Trimester allowed. The 6 <sup>th</sup> Tardy mandates a detention after school; & for each Tardy after that during the same Trimester.													



**Department of Elementary and Secondary Education**  
**SAFE SCHOOL ACT ~ STATEWIDE BULLYING POLICY**  
**Effective: June 30, 2012**

**INTRODUCTION: RHODE ISLAND STATEWIDE BULLYING POLICY**

This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes **that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.**

**1. DEFINITIONS**

**BULLYING** means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

**Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).**

**CYBER-BULLYING** means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

**Forms of cyber-bullying may include but are not limited to:**

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

**AT SCHOOL** means:

- a. On school premises,
- b. At any school-sponsored activity or event whether or not it is held on school premises,
- c. On a school-transportation vehicle,
- d. At an official school bus stop,
- e. Using property or equipment provided by the school, or
- f. Acts which create a material and substantial disruption of the education process or the orderly operation of the school.

**2. SCHOOL CLIMATE**

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

**3. POLICY OVERSIGHT and RESPONSIBILITY**



The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy. The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

#### **4. INFORMATION DISSEMINATION**

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the home page of the school /district website

#### **5. REPORTING**

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon (See attached sample *Report Form*). The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

**Parents / Guardians** of the victim of bullying and parents/ guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/ guardians of the child will be notified immediately by the principal, director or head of school.

**Responsibility of Staff:** School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

**Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made **anonymously**, provided, however, that no disciplinary action shall be taken against a student solely on the basis of an **anonymous report**.

**Prohibition against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

**False Reporting/Accusations:** A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

**Reports in Good Faith:** A school employee, school volunteer, student, parent/ legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

#### **6. INVESTIGATION/RESPONSE**

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

**Police Notification:** Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

**Protection: If a student is the victim of serious or persistent bullying:**

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/



guardian, and staff.

c. The parents/ guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

## **7. DISCIPLINARY ACTION**

The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact-
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

## **8. SOCIAL SERVICES/COUNSELING**

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

## **9. SOCIAL NETWORKING**

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

## **10. OTHER REDRESS**

This section does not prevent a victim of bullying, cyber-bullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

## **11. ADOPTION OF POLICY**

The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.



**REPORT FORM (SAMPLE)**  
(Bullying and/or Cyberbullying)

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ School: \_\_\_\_\_

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable information:

\_\_\_\_\_  
\_\_\_\_\_

Relationship between you and the alleged bully, and/or cyberbully:

\_\_\_\_\_

Describe the incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where did it happen?

\_\_\_\_\_

Were there any witnesses? ☐ yes ☐ no If yes, who?

\_\_\_\_\_

Other information, including previous incidents or threats:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Student or parent declines to complete this form: Initial: \_\_\_\_\_ Date: \_\_\_\_\_

I certify that all statements made in the complaint are true and complete. Any intentional false statement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provide only as necessary in pursuing the investigation.

Signatures:

Student: \_\_\_\_\_ Date: \_\_\_\_\_

School official receiving complaint: \_\_\_\_\_ Date: \_\_\_\_\_

School official conducting follow-up: \_\_\_\_\_ Date: \_\_\_\_\_

***This document shall remain confidential.***



**St. Mary School  
Field Trip Permission Slip**

**Catholic Mutual Group**

Participant's Name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_  
Parent/Guardian's Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Business phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_  
I, \_\_\_\_\_ grant permission for my child, \_\_\_\_\_  
Parent or Guardian's Name Child's Name

to participate in this parish/school event that requires transportation to a location away from *St. Mary School* the school site. This activity will take place under the guidance and direction of school employees and/or volunteers from St. Mary School.

A brief description of the activity follows:

Type of event: \_\_\_\_\_  
Date of event: \_\_\_\_\_  
Destination of event: \_\_\_\_\_  
Individual in charge: \_\_\_\_\_  
Estimated time of departure and return: \_\_\_\_\_  
Mode of transportation to and from event: \_\_\_\_\_

As parent and/or legal guardian, I remain legally responsible for any personal actions taken by the above named minor ("participant").

I agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold harmless and defend St. Mary Parish/School its officers, directors, employees and agents, and the Diocese of Providence, its employees and agents, chaperons, or representatives associated with the event, from any claim arising from or in connection with my child attending the event or in connection with any illness or injury (including death) or cost of medical treatment in connection therewith, and I agree to compensate the parish/school, its officers, directors and agents, and the Diocese of Providence, its employees and agents and chaperons, or representative associated with the event for reasonable attorney's fees and expenses which may incur in any action brought against them as a result of such injury or damage, unless such claim arises from the negligence of the parish/school or the Diocese of Providence.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MEDICAL MATTERS:** I hereby warrant that to the best of my knowledge, my child is in good health and I assume all responsibility for the health of my child. (Of the following statements pertaining to medical matters, sign only those that are applicable.)

**Emergency Medical Treatment:** In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name & relationship: \_\_\_\_\_  
Phone: \_\_\_\_\_ Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Family Health Plan Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Other Medical Treatment:** In the event it comes to the attention of the parish/school, its officers, directors and agents, and the Diocese of Providence, chaperons, or representatives associated with the activity, that my child becomes ill with symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called collect (with phone charges reversed to myself).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Medications:** My child is taking medication at present. My child will bring all such medications necessary and such medications will be well-labeled. Names of medications and concise directions for seeing that he child takes such medications, including dosage and frequency of dosage, are as follows:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life-threatening and emergency treatment is required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby grant permission for non-prescription medication (i.e. non-aspirin products such as acetaminophen or ibuprofen, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Specific Medical Information:** The parish/school will take reasonable care to see that the following information will be held in confidence.

Allergic reactions (medications, foods, plants, insects, etc.): \_\_\_\_\_

Immunizations: Date of last tetanus/diphtheria immunization: \_\_\_\_\_

Does child have a medically prescribed diet? \_\_\_\_\_

Does child have any physical limitations? \_\_\_\_\_

Is child subject to chronic homesickness, emotional reactions to new situations, sleep walking, bed wetting, fainting?

\_\_\_\_\_

Has child recently been exposed to contagious disease or conditions, such as mumps, measles, chicken pox, etc.? If so, list date and disease or condition:

\_\_\_\_\_

You should be aware of these special medical conditions of my child:

\_\_\_\_\_



## **Guidelines for the Administering & Dispensing of Medications To Student in Catholic Schools, Diocese of Providence**

The following guidelines are consistent with state law and the revised “*Rules & Regulations for School Health Programs*” (amended December 1999) set by the **RI Department of Health** regarding the administering and dispensing of medications to school students.

1. School must provide for the dispensing of medications during the school day to a student with the order of a physician and the written permission of a parent.
2. No school administrator, staff, faculty, or volunteer may dispense or administer any medication to any student at any time under any circumstances, **except** for minor first aid treatment and the *emergency treatment of a student\** or unless the person is a licensed physician or registered nurse.
3. The following are the options regarding the dispensing and administering of medications to students:
  - a. The school will secure the services of a registered nurse, licensed in the state of Rhode Island, to dispense and administer prescription and non-prescription medications to students who have written permission from their parents. Prescription medications must be in the original pharmacy labeled container; non-prescription medications must be in the original manufacturer labeled container. All medications must be stored in a secure place inaccessible to students.
  - b. No student may carry or self-administer any medication at school during the school day unless the nurse, parents, and student together determine there is a need to do so and adhere to the school’s protocols for the carrying and self-administering of medication.\*\* Students are prohibited from self-administering a **controlled substance** (e.g., Ritalin) at school during the school day.\*\*\*
  - c. A parent may be asked to administer medication to his/her own child at school during the school day, but this request shall be made only as a last resort when a registered nurse or school nurse-teacher cannot be available to do so.

\* “No person who voluntarily and gratuitously renders emergency treatment to a person in need... shall be liable for civil damages which result from acts of omissions... which may constitute ordinary negligence. This immunity does not apply to acts or omissions constituting gross negligence or willful or wanton conduct”. (Section 17.10, Rules & Regulations; this “Good Samaritan Provision” also refers to the emergency use of an epinephrine auto-injector or “epi-pen” to treat a student in need.)

\*\* Exceptions to this policy include the emergency self-administration of an epinephrine auto-injector of a prescription inhaler (See “*Guidelines for Administering Prescription Inhalers*”). [See Section 17.9 and Section 18.10 of the Rules & Regulations]

\*\*\* Schools must develop a procedure or protocol to allow students to self-carry (in the original container) and self-administer any type of medication during a school-sponsored, off-site activity (e.g., field trip) with the written consent of a parent. [See Section 18.11 of the Rules and Regulations]



## **STUDENTS ELIGIBILITY POLICY**

### **MISSION STATEMENTS**

#### **Diocese of Providence**

*Inspired by the mission of Jesus and enlightened by the Holy Spirit, the Catholic schools of the Diocese of Providence, are centers of education where students witness, share and grow in the Catholic faith community. Within a framework of Catholic Christian values, our schools strive to provide academic excellence, to nurture spiritual, physical and emotional growth and to assist students to become lifelong promoters of the Gospel message.*

#### **SAINT MARY SCHOOL MISSION STATEMENT**

Saint Mary School lives the Gospel values of faith, hope and love through our kind thoughts, words and deeds. We foster academic excellence by meeting the individual needs of each child. As a Christian community, we collaborate with our parish and school families to prepare students for the demands of an ever-changing world. We continue the legacy of our Italian fore bearers through our acts of community service

The mission of St. Mary School, in partnership with the church, the parents and the community, includes promoting the nurturing of Catholic values as well as the academic, social, physical and psychological well being of each student. Together, we can create an institution responsive to the needs of an ever-changing society by offering rigorous academic challenges to all students, and lead them to become life-long learners and lead self-fulfilling lives.

#### **Catholic Athletic League**

*The Catholic Athletic League is organized in order to give the children of this Diocese a place to share, grow and interact in a safe environment.*

*The design of the league offers all children a place to compete in a caring, nurturing environment in order to help them develop emotionally and spiritually.*

#### **GOAL**

*The goal of extracurricular activities, including athletics, is to enhance the overall school program.*

### **ELIGIBILITY & PARTICIPATION REQUIREMENTS**

*In order to participate in any extracurricular or athletic activity, the student must:*

- *maintain his/her best academic standards and put forth good effort in all classes.*
- *participate in group prayer before the start of game or activity.*
- *meet all eligibility requirements from the school he/she attends and, if applicable, the Catholic Athletic League.*
- *maintain a high standard of sportsmanship, citizenship, and respect at all times.*
- *accept the responsibility and privilege of representing your school community.*
- *cooperate with peers, teachers, coaches, and adults in charge.*
- *treat others the way you would like to be treated.*
- *maintain a positive attitude.*
- *refrain from negative, derogatory, or hurtful remarks to your peers, opponents, coaching staff, and referees..*
- *attend all team meetings and practices.*
- *adhere to school behavioral expectations according to school handbook.*



***A student who violates any participation requirement may be subject to disciplinary action which may include a warning, suspension, or removal from the activity. The school principal is the final recourse in all disciplinary infractions.***

**Student Participant Pledge**

*As a student participant, I am a role model. I understand the spirit of fair play and participation for enjoyment. I will not engage in any form of disrespectful behavior, including inappropriate language and unnecessary physical contact. I will show respect for all participants, coaches, referees, teachers, and group leaders. I understand the behavior and academic expectations of my school, and hereby accept the responsibility and privilege of representing this school and community as a student participant.*

*Student Signature*\_\_\_\_\_ *Date*\_\_\_\_\_

**Parent/Guardian Pledge**

*As a parent/guardian, I acknowledge that I am a role model. I will remember that extra-curricular activities are an extension of the classroom, offering learning experiences for all students. I will show respect for all participants, coaches, referees, teachers, group leaders, and spectators. I will participate by supporting, encouraging and uplifting all participants and groups. I understand the behavior and academic expectations of my child's school, and hereby accept the responsibility to be a good role model and I will encourage my child to do the same.*

*Parent/Guardian Signature*\_\_\_\_\_ *Date*\_\_\_\_\_

*Parent/Guardian*

*Signature*\_\_\_\_\_ *Date*\_\_\_\_\_



**St. Mary School**

**Photo Image Consent Form**

I, the undersigned, do hereby give permission to St. Mary School and the Diocese of Providence to use, publish, display, and/or reproduce any video/recorded voice/photographs of my son/daughter in promotional materials for St. Mary School and Rhode Island's Catholic schools.

\_\_\_\_\_ I/We **DO** give permission for  
**Parent/Guardian**

\_\_\_\_\_  
**Child's full name**

image/photograph/video clip/voice to be used as described above.

We are willing to release this into the public domain for promotional purposes and understand that no monetary compensation will be given for its use.

\_\_\_\_\_ I/We **DO NOT** give permission for  
**Parent/Guardian**

\_\_\_\_\_  
**Child's full name**

image/photograph to be used as described above.

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

**Parent/Guardian**

**Print Name** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



## **St. Mary School**

### **TECHNOLOGY USE BY STUDENTS**

#### **REGULATIONS FOR STUDENT ACCEPTABLE USE OF TECHNOLOGY RESOURCES**

St. Mary School provides technology resources to its students and staff for educational and administrative purpose. School technology resources include but are not limited to the intranet, internet access, fax, e-mail, computer programs, and telephone. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right. Student use of such resources will be monitored and students have no reasonable expectation of privacy in their use of resources.

St. Mary School fully endorses the use of the Internet and related technology resources as educational tools. Access to information, research sources, people and computers throughout the world is available to students. The school is committed to restricting access to questionable material and to limiting inappropriate use by having installed filtering software, direct supervision and student education. Control of all online activities is impossible. Therefore, all users who have access to the school's Internet and related technology resources are required to adhere to strict ethical and legal guidelines. It is the expectation of the faculty and administration that all students will adhere to the regulations stated below. If St. Mary School users violate any of these provisions, their access via the school may be terminated, and the use of the school's technology resources in the future may be denied. In addition, a student who violates these guidelines will be subject to disciplinary action up to and including suspension/expulsion from school.

Saint Mary School recognizes that parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information resources. We encourage parents and guardians to enforce the same standards when their child uses their home computer. If a student's behavior on social media forums outside of the school, on their personal devices, may still result in discipline by the school if such conduct reflects poorly on the school or harasses other students.

#### **Student Compliance Agreement**

***I understand that access to the Internet and related technology resources from Saint Mary School must be in support of education and research, and I agree to the following:***

- I will refrain from accessing any news groups, links, list-servers or other areas of cyberspace that would be offensive to any students, teachers or parents due to racial, ethnic or minority disparagement, or pornographic, violent, illicit or illegal content.
- I understand that I am responsible for monitoring and appropriately rejecting materials, links, dialogue and information accessed or received by me. If any material appears on screen that is unacceptable or makes me uncomfortable, I will close out of such materials immediately or, if the system will not allow me to close out of the materials, shut off the monitor and notify the supervising teacher.
- I accept responsibility for keeping copyrighted software from entering the school via the Internet. Therefore, I must not download games, music, graphics, videos or text materials that are copyrighted.
- I understand that plagiarism is unacceptable and accept responsibility for using downloaded text in an appropriate manner. I will not post, distribute or use without permission material that was created by someone else.
- I will be courteous and use appropriate language, refraining from swearing or using any forms of obscene, harassing or abusive language. If I am a victim of such harassment, I will report the abuse immediately to the supervising teacher or principal. If another user asks that I no longer communicate via email, I will stop all contact immediately.
- I will not reveal personal information including addresses (home/email) and phone numbers of others or myself.
- I will not lend any assigned user accounts or passwords to others.



- I understand that system operators and the administration will have access to all user accounts.
- If I am not sure of how to do something on the computer, I will ask the supervising teacher.
- If I suspect a security problem related to my school's accounts or on the Internet, I will notify the supervising teacher or principal and cease using such functions
- I understand that any user legitimately identified as a security risk or with a history of problems with other computer systems may be denied access to the Internet through St. Mary School.
- I understand that any user attempting to maliciously harm or damage data of another user or an area of the Internet, including the introduction of computer viruses and the unauthorized use of debit or credit cards, will be denied access to the Internet through the school and will be subject to disciplinary procedures.

***To the extent a student's participation in social media while outside the School reveals his or her identity as a school student or contains content about the School, the student must strive to protect the reputation of the School. Like in all forums, when a student's conduct online reflects poorly upon the school, the school may take disciplinary action. The following are specific guidelines governing social media participation and use of social communications outside the school:***

- Nothing is private and anything a student posts will remain public for a very long time. A student should not rely upon privacy settings in websites. Online conduct can easily fall into unintended hands – teachers, other students and strangers - when those settings fail, the website is tampered with or when intended viewers share the content with other individuals.
- Unless a student's social media participation is explicitly for a School-approved reason, social media identities, online profiles, logon ID's and user names should not specify the identity of the student as a student of the school.
- Protect school information. Refrain from sharing examples of classroom situations or personal information about other students.
- To the extent there could be any confusion as to whether the student is speaking on behalf of the school, the student should make clear that the views expressed are the student's alone.
- Students may be disciplined for inappropriate or harassing conduct even when not at school or using school property.
- Students should not respond directly to a journalist online regarding issues that concern the School. Refer the inquiry to appropriate School personnel.

## **STUDENT ACCEPTABLE USE CONSENT FORM**

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**School: St. Mary School**

I understand that access to the school technology resources is not private and that the school will monitor my activity on any of those resources including the computer system, e-mail and files but not limited to these particular resources. I further understand that my responsibilities regarding technology and social media can extend to my out-of-school conduct on non-school electronic devices.

I have read and discussed with my parent/guardian the regulation for the school's technology resources and agree to abide by their provisions. I understand that violation of these provisions may result in suspension, revocation of system access or other discipline. I also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accord with the code and that appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

(If a student is too young to read the Regulations on Student Acceptable Use of the school technology resources, the parent/guardian is asked to provide assistance.)

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## PARENT/GUARDIAN ACCEPTABLE USE CONSENT FORM

**The student's parent/guardian is asked to complete either Section A or Section B and return to school.**

**Section A** – I do **not** give permission for my child, \_\_\_\_\_, to access the school's electronic communication system (including but not limited to Internet/Intranet access, fax, e-mail, stand alone computer, and telephone at St. Mary School. I understand that my child could still have obligations to the school when using technology outside of the school.

**Section B** – I have read and agree to the school's regulations for the use of the school's technology resources and have discussed them with my child. In consideration of the privilege of my child using the school's electronic communications system (including but not limited to Internet/Intranet access, fax, e-mail, computer programs, and telephone), and in consideration of the privilege of having access to the public networks, I hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the school's policy and administrative regulations. I understand that my child could still have obligations to the school when using technology outside of the school.

I give permission for my child, \_\_\_\_\_, to participate in the school's electronic communications system, including the Internet, and certify that the information contained on this form is correct.

**Parent/Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Home Address** \_\_\_\_\_



## **Distance Learning Expectations**

**(K-8 students only)**

- **Students will be on time for the beginning of each scheduled class or time arranged with the teacher.**
- **Students will attend ALL scheduled Google Meet/Zoom calls whether they are on the Distance Learning Schedule or additional Google Meet/Zoom calls are requested by the teacher.**
- **Students must be dressed appropriately (no pajamas) for Google Meet/Zoom call.**
- **Students must be at a desk or table in a location with no distractions.**
- **Students will be seated and ready for class with headphones on and have all materials needed for class.**
- **Device cameras must be on and students must be seated in front of the device/camera and in clear view.**
- **Mics should be muted at all times unless a student is asked by the teacher to unmute.**
- **Students must use the restroom prior to joining the Google Meet/Zoom call. No toys, phones or other devices should be with them during instructional times.**
- **Students may not eat or drink during instructional times.**
- **Students and or parents may not record or take pictures/videos of the Google Meet/Zoom call.**
- **Students and parents Must respect the confidentiality of the classroom, teacher and other students. They should not share any confidential information that may be observed during a Google Meet/Zoom call with anyone, including other students and parents.**
- **All assessments must be completed independently by the student without the assistance of anyone at home. Some assessments may be proctored by the teacher in a Google Meet/Zoom call.**
- **Works needs to be submitted on time each day.**
- **If there is a question on work or meetings, please email the teacher directly.**