

2022-2023



PARENT-STUDENT HANDBOOK

ST. MARY SCHOOL

A ministry of Precious Blood Parish

72 GULF STREET

MILFORD, CT 06460

Telephone (203) 878-6539

Fax (203) 878-1866

www.saintmaryschoolmilford.org



Catholic Schools Education for a Lifetime

Purpose and Vision For Catholic School Education

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds.

The fundamental purpose of Catholic schools is to:

- Provide a safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ, reveals His transforming love and truth;
- Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth;
- Create a Catholic climate that contributes to the formation of students as active participants in the parish community;
- Foster a culture of educational excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote life-long learning that advances the development of the whole person-mind, body, and soul; and
- Graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.

"There are many alternatives to Catholic Education but no substitutes."

Bishop Foyes

Summer 2022

Dear St Mary School Families,

It is with great pleasure that I welcome you back to another great year of exceptional Catholic Education. It is my privilege and a special blessing to continue to lead in sharing the rich tradition and heritage of our faith and providing the excellent education that your child deserves. We have been working hard all summer for a great new academic year.

All of us at St Mary's School are anxious to share in your child's faith and academic development. It is our hope that this academic year will be happy, faith filled, and productive.

Our school day begins at 7:50 a.m. If your child is not here at this time, they are late for school. **If tardy, parents must call the school office and will be met at the appropriate door.** I request that we all sincerely try to eliminate this problem as it is highly disruptive and interferes with the educational process.

St Mary's School continues to work on a school-wide goal driven from our mantra, "*Living the message of Jesus.*" This will be strongly and consistently reinforced. This year and will be reiterated in each class and throughout all activities throughout the school year. Our goal for this year is *respect*. As you know our goal last year was kindness and preceded by empathy. We will focus on one of the greatest commandments: loving our neighbor as ourselves-thus respect. All students learned about empathy and kindness as they were brought to action. I could see it! We would appreciate it if you can reinforce this year's word (respect) at home as well, as we are calling forth all students and parents to recommit to our mantra statement thus keeping it active and vibrant.

I pray that God blesses us in a special way this academic year and enlightens all our students and families in making this school year the most successful possible for all in our community.

Please know that I am always available should you have any questions or concerns.

Sincerely,

Deacon Dominic Corrado
Principal

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St. Mary School is a fully accredited member of the Commission on Independent Schools and the New England Association of Schools and Colleges.

MISSION STATEMENT

(Adopted August, 2014)

It is the mission of St. Mary School of Milford, Connecticut, to provide a nurturing and challenging environment which encourages children from preschool through grade eight to grow in faith and knowledge. The school integrates Catholic beliefs with a strong academic curriculum. The goal of the school is to prepare its students to become citizens who live the message of Jesus by serving others.

SCHOOL MANTRA

Live the Message of Jesus

SCHOOL MOTTO

Growing in Faith and Knowledge

SCHOOL PHILOSOPHY

The purpose of Saint Mary School is to educate the whole child through programs encompassing the development of the students. This will enable students to become contributing members of the school, parish, and community.

St. Mary School recognizes the individuality of each student and strives to develop a well-rounded Christian personality. This will be reflected in a wholesome attitude and a respect for self and others as exemplified by Jesus in the gospel.

As a staff, we believe that a gospel-rooted educational environment where students experience Christian community service, students will be encouraged to integrate faith and Christian values into their daily lives and thus be provided with a healthy attitude which they will carry with them for the rest of their lives.

To that end, we strive to work in cooperation with parents to develop a climate of catholic educational excellence and a curriculum that is relevant to daily life.

The school's Philosophy and Mission, as well as all its policies, rules and regulations, are consistent with those of the Office of Education Evangelization and Catechesis and the Archdiocese of Hartford, which governs the parish Catholic elementary schools of the Archdiocese.

ASBESTOS

St. Mary School is in full compliance with *AHERA* of 1986 as well as with all federal and state rules and regulations concerning asbestos. Consistent with Section 2.203 of the Archdiocesan *Handbook of Policies and Procedures for Catholic Schools*, the school's *Asbestos Management Plan* is kept in the Office and is available for inspection by any parent or employee.

NOTICE OF NON-DISCRIMINATORY POLICY

Whereas: The Philosophy and Mission of St. Mary School and the Catholic Schools of the Archdiocese of Hartford are based on Christian principles and the Gospel Message:

It is the policy of St. Mary's School of Milford, Connecticut, as well as that of the Archdiocese of Hartford, not to discriminate on the basis of gender, race, color, or national/ethnic origin.

THE NON-CATHOLIC STUDENT

St. Mary School values ALL our families, regardless of their religious denomination. We treat all students of the school the same and respect the beliefs of those whose institutional Religion differs from our Roman Catholic faith. We expect all families, including all non-Catholics, to support our Mission and Philosophy as a Catholic school. All students, including all non-Catholics, must participate in Religion classes and attend all school religious services and celebrations.

RIGHTS OF PARENTS

St. Mary School follows Connecticut State Law in cases of separation, divorce or similar situations. The school assumes that BOTH parents have equal access to communication with school personnel, the child's records, and to the child himself/herself. In all policies where Parent and/or guardian is listed, it is understood that either parent, regardless of physical custody, can act as parent and/or guardian.

The only exception to this is when there is a bona fide written Court Order to the contrary (restraining order, order of limited visitation, etc). If such a Court Order or other legal agreement exists, it is the responsibility of the family to provide the school with a copy so we know exactly how to handle any possible situation and to protect the child and the school if and when we may have to act in accordance with such an order.

If, in the cases of divorced or separated parents, the parent with a different address than the parent with physical custody wants to receive official mailings, we will be happy to do so as long as there is no Court Order to the contrary. However, in such a case it is the responsibility of that parent to make such a request, in writing, to the School Office.

NOTIFICATION OF CHANGES

It is the responsibility of parents to submit any changes of address, telephone, email, information on Emergency Form, family status or family name to the office, in writing, as soon as the change occurs. This includes changes to work numbers and emergency contacts. This also includes marital status of parents and changes of address and/or phone of non-custodial parents.

FACULTY AND STAFF

Pastor	Rev. Aidan Donahue
Pastoral Associate	Deacon John Hoffman
Principal	Deacon Dominic Corraro
Assistant Principal/Director of Instructional Support	Mrs. Missy Dubin
Director of Pre Kindergarten(Asst. to the Principal for Early Childhood Education	Mrs. Robin Zsampar
Director of Advancement and Admissions	Mrs.Emily Lucibello

PreKindergarten

4 year old 5 day program	Ms. Mae Lanese
Aide	Ms. Cathy Mikoliczyk

4 year old 5 day program	Ms Ashley Mendillo
Aide	Ms Alexa Mendillo

4 year old 3 day program	Mrs. Robin Zsampar
Aide	Mrs. Holly Mazza

3 year old 5 full day program	Mrs. Izabela Brown
Aide	Mrs. Andea Dente

3 year old 3 full day program	Mrs. Debbie DeHart
Aide	Mrs. Debbie Carelli

Kindergarten	Ms. Shawna Oleyar
	Mrs. Mirna Ellison
Aides	Mrs. Kristie McGinnis
	Mrs. Pamela Bagdasarian
	Mrs. Patricia Burns
	Ms. Marina Kydes

Grade 1	Mrs. Rachel Ryan
	Miss Emily Nolan

Grade 2	Mrs. Linda Crotta Ms. Megan Gossett
Grade 3	Mrs. Jessica Leto Mrs. Heather Gorman
Grade 4	Ms. Adriana Sciancalepore Mrs. Lisa Bradley
Grade 5	Mrs. Kelly Chesson Mrs. Janet Adler
Middle School Homerooms	
Grade 6	Mrs. Anne Kiernan (Language Arts/Math) Mr. Christopher DelVecchio (History 6-8)
Grade 7	Mr. Ralph Nicefaro (Religion 6-8) Ms. Dina Monti (Science 6-8)
Grade 8	Mrs. Karen Staples (Math 7-8) Mrs. Jennifer Kornish (Language Arts 7 & 8)
School Counselor	Mrs. Stacey Simeone
Learning Resource Teacher	Mrs. Cheryl Nethercott
Math Consultant	Mrs. Tracey Shane
Physical Education/Athletic Director	Mr. Mark Hyduk
Art	Mr. Robert DiGennaro
Music	Ms. Polina Mann
Technology Support Coordinators Technology Assistant	Miss Emily Nolan/Mrs. Rachel Ryan Mr. Mark Hyduk
Administrative Assistants for Office Management	Mrs. Kathleen Moran Mrs. Circe Deitelbaum
Office Assistant	Mr. Mark Hyduk

Kitchen

Ms. Erin Carmody

School Nurse (Milford Health Department)

Mrs. Maggie Faustini

School Custodians

Mr. Steve Durand

Mr. Carl Lundin

RESPECT POLICY

As a Catholic School, how we act and behave toward each other is clearly delineated in our Mission (stated earlier in this handbook) and our mission: **“LIVE THE MESSAGE OF JESUS”**

One needs only to study the Gospel and what Jesus taught as has been interpreted over the years by the Church to know how we must all act and behave toward each other. It can all be summed up in one basic word.....**RESPECT**.....and the assumption that all members of the St. Mary School community will always treat each other with Christian respect.

As for our staff; it is understood by all members of the staff that they are obliged to follow our Mission and, as a result, to always be respectful of each other, the students and the parents. Each member of our administration, faculty and staff signs an Archdiocesan contract which also states: “Staff members, who are accountable only to the Principal, Assistant Principal, Pastor, and Office of Catholic Schools (hereby referred to as the administration)” know that this is a necessary aspect to their employment by our school.

It should be noted that only those to whom they are accountable (the administration) have the authority to evaluate, investigate and judge their work. One must remember that the degree to which the administration can discuss any issue is limited due to legal and moral commitments to protect the confidentiality of the staff.

As for parents; when registering their children in a nonpublic school such as St. Mary, they contract themselves to support its Mission, the rules and the policies of the school, parish and Archdiocese. As a result, they too are obliged to always be respectful of each other, the students and all members of the staff.

As with the staff, it should be noted that only the administration has the authority to deal with parents

concerning their children's behavior and/or their own. Here again, one must remember that **the degree to which the administration can discuss any issue is limited due to legal and moral commitments to protect the confidentiality of parents and families.**

As for the students, there are many rules, policies, guidelines, etc. (some general in nature; many particular to the varied and different age levels we serve) which ensure that there be RESPECT shown to all at all times.

As with the staff and parents, it should be noted that only the administration and the particular parents/guardians of particular children have the authority to work with students concerning their behavior. Here again one must remember that the degree to which the administration can discuss any issue is limited due to legal and moral commitments to protect the confidentiality of parents, families and the students themselves.

OFF CAMPUS CONDUCT

The administration reserves the right to discipline a student for off campus behavior that is not in line with the behavior expectations of students during the course of the school day or that is detrimental to the reputation of the school. This includes Social Media and conduct with any electronic device.

Conduct whether inside or outside the school that is detrimental to the reputation of the school, including social media, may result in disciplinary actions including suspension, expulsion or withdrawal from school.

BULLYING POLICY

Introduction

Bullying is prohibited in all Catholic schools of the Archdiocese. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of "Love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

Scope of Policy

This bullying policy is to be applied to Kindergarten through Grade Eight at Saint Mary School. It addresses bullying and does not replace any policies that deal with individual student misconduct or

behavior. Student behavior is already addressed in the “Expectations of the Student” section of this policy.

Definition of Bullying

"Bullying" is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school sponsored activity, or on a school bus, in which acts are repeated against the same student over time. Bullying includes but is not limited to physical intimidation or assault, extortion, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that conduct does not constitute bullying under state law and school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

Repeated Misconduct

Bullying in violation of school policy must be “repeated against the same student over time.” An isolated incident, however egregious, is not “bullying” under state law and school policy. Similarly, numerous acts of misconduct against different students do not constitute “bullying” under state law and school policy. While serious, both isolated incidences of bullying behavior and numerous acts of misconduct against different students will be appropriately addressed under the school’s discipline policy and will be entered in a log to ensure a pattern of bullying behavior does not develop.

Ridicule, Harassment, Humiliation, And/Or Intimidation

Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate, or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken in private or online, whether such conduct occurred in front of others or was communicated to others, how the student accused of bullying interacted with the victim, and the motivation, either admitted or appropriately inferred, of the alleged violator.

Complaint Process

Formal Complaints

Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher, who will forward them to the principal, or directly to the principal, for review and action.

Informal Complaints

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. The individual who receives the informal complaint shall promptly forward a written complaint, including the information provided to the principal for review and action.

Anonymous Complaints

Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s) or administrator(s) who receive the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such a meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

Staff Responsibilities And Intervention

Teachers, administrators and other professional staff such as teacher's aides and the school nurse who witness bullying, as defined above, shall promptly notify the principal of the events observed, and shall promptly file a written incident report concerning the events witnessed.

Teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

Christ – Centered Qualities for Building a Christian Community

Please review these ways to help students learn in a Christ-centered environment where respect for self and others is paramount.

- I will treat others with respect, even when no one is looking.
- I will have the courage to speak up for myself and others.
- I will see Jesus in everyone.
- I will not use words to hurt.

I will speak only words of kindness.

Investigation of Complaint

Once a complaint has been reported, the principal shall promptly investigate to determine if bullying has occurred. The principal will review the log referred to in #17 of the “Expectations of the Student” section to also see if there is a pattern of bullying behavior and will use that as a tool of investigation. Investigation of alleged bullying may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff, and review of school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

An investigation of an anonymous complaint shall be limited as appropriate. Such limitation of the investigation may include restricting action to a simple review of the complaint, discussing the complaint (with or without discussing it with the alleged violator) subject to further receipt of information and/or the withdrawal by the complaining student of the condition his/her report be anonymous.

A written report of the investigation shall be prepared when the investigation is complete. Such a report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying were verified, and a recommendation for intervention, including disciplinary action.

Consequences of Actions

Once the investigation is complete, the school principal shall determine the consequences for the individual(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying,” as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the principal. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn, and stop the bullying. The following are possible interventions to enforce the prohibition against bullying.

Non-disciplinary Interventions

When verified acts of bullying are identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

Disciplinary Interventions

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to

perform some type of community service within our School/Parish, make amends with the child(ren) that are victims of bullying acts, and will be issued an age appropriate consequence. Community service may include but is not limited to tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but are not limited to, making a card or writing a letter to the child, apologizing to the child and performing an act of kindness. Punitive action may include the loss of recess, detention (grades 5 – 8), in-school suspension, suspension at home, and expulsion. An in school/out school suspension given as a result of bullying shall be reported to the Office of Education Evangelization Catechesis and Archdiocese of Hartford. Parents of all disciplined children will be notified of the consequences.

Depending upon the severity of the situation, the administrator may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.

Educational Measures

The faculty of St. Mary School will include education about the harm, culture and injustice caused by bullying into their curriculum where it is possible and appropriate. The Religion Program in grades K -8 will integrate issues about bullying behavior into the classes.

Reporting Obligations

Report To The Parent Or Guardian Of The Student Involved In Acts Of Bullying

If after investigation, acts of bullying by a specific student are verified, the principal shall notify the parent or guardian of the student in writing of that finding. If disciplinary consequences are imposed against the student, a description of the discipline shall be included in the notification.

Reports To The Victim And His/Her Parent Or Guardian

If after investigation, acts of bullying against a specific student are verified, the principal shall notify the parent or guardian of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

Policy Gender Identity

(from the Archdiocese of Hartford OEEC August, 2021)

Catholic schools shall accept and relate to students and all members of the school community, for the duration of their years in attendance at their respective schools, according to their God-given, biological sex as male or female consistent with the complementary nature of each, and maintain appropriate distinctions between males and females especially in issues of facilities use, athletic teams, uniforms, and nomenclature.

TUITION

The following tuition policies and procedures of St. Mary School are consistent with Sections 2.403, 5.507 of the Archdiocesan Handbook.

Kindergarten through Grade 8:

\$ 6,718	-	for one child
\$ 12,280	-	for two children
\$ 17,498	-	for three or more children

Parishioners of Precious Blood Parish, as well as parishioners of St. Raphael, Christ the Redeemer or Holy Infant Parishes (or other parishes of the Archdiocese which pay a subsidy to the school) will receive a \$500 per family **Parish Tuition Grant** (to obtain this credit, a family needs to have their Pastor sign the appropriate verification form). **Precious Blood Parishioners** need to be registered and use the envelope system on a weekly basis in order to use the parishioner rate.

Preschool tuition

3 full days (3 and 4 year olds)	\$4,028
5 full days (3 and 4 year olds)	\$6,708
5 ½ days (3 year olds only)	\$4,028

Payment Plans

All payments for tuition are done using the SMART Tuition Payment system. The options are listed below and if a plan is not picked, the default will be the 10 month payment plan.

ST. MARY SCHOOL 2021-2022

You are just a few minutes away from completing enrollment with Smart Tuition. Enter the required fields below.

1 WHO WILL PAY?

2 WHO WILL ATTEND?

Choose your payment plan and type:

I WANT TO MAKE 10 PAYMENTS <i>Jul-Apr</i> "Jul-Apr"	I WANT TO MAKE 8 PAYMENTS <i>Jul-Feb</i> "8 Month Plan - July-Feb"	I WANT TO MAKE 2 PAYMENTS <i>Jul, Jan</i> "Semi-Annual"	I WANT TO MAKE 1 PAYMENT <i>Jul</i> "Annual"
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SEND ME AN INVOICE FOR EACH PAYMENT I HAVE DUE

Financial Aid

Families can apply for financial aid during the period that is open for applications via SMART. The Principal reviews these applications and decisions are made based on financial need.

Tuition Assistance

Thanks to several Archdiocesan programs, as well as the generosity of many parishioners and other friends of the school, there are funds available to subsidize the tuition for those finding it financially difficult to afford the cost of a quality Catholic education at St. Mary's. There is a secure, confidential, and objective procedure for applying for such assistance through SMART Aid.

Such information is provided at the time of registration and is always available in the School Office. Do not hesitate to inquire at the Office for details or to find out more about the availability of Tuition Assistance.

Tuition Credit For Referral

Present school families who refer a NEW family to St. Mary School may be eligible to receive a \$200 tuition credit. Eligibility is based on:

- The applying child cannot be a current St. Mary student in PreK-8 or have any siblings in PreK-8.
- The child referred must be eligible to attend our School by meeting all admission requirements, have completed the registration process, paid the necessary deposit, be accepted by St. Mary School, and remain in our school at least through November.
- The application of the new child needs to list the referring family as having referred them.

- The family receiving the credit has to be up to date with current tuition and other financial obligations, and be attending our school the following Fall (credits will not be posted until November).
- If more than one family is listed as having made the referral, the credit will be divided between the referring families.

It is not only in the best interest of the school, but could be of financial assistance to you, to speak to other parents about St. Mary School. Let them know how well our students do, especially our alumni. If there are any questions or concerns, please contact the school for more detailed information.

Tuition Delinquency Policy

Families who are delinquent with tuition payments or delinquent with other money owed to the school will not be allowed to re-register for the following year unless legally binding arrangements, approved by the Pastor, have been made (as stated above). The school reserves the right to use legal means to obtain tuition or other money owed the school.

ENTRY AGE REQUIREMENT

Preschool

- To be considered for acceptance into the three year old program, a child must turn three by September 1 of that school year.
- To be considered for acceptance into the four year old program, a child must turn four by September 1 of that school year.

Kindergarten

To be considered for acceptance into Kindergarten, a child must turn five by September 1 of each school year. However, special consideration is given to those turning 5 after September 1 but before January 1, if the child has successfully completed a preschool program and has the recommendation of his/her preschool teacher. Please consult the Office for further details.

Grades 1 - 8

A student must have successfully completed the previous level at a recognized educational institution and be judged to be academically, socially and behaviourally prepared to enter the school and the particular grade level.

A placement test must be completed for students who have completed a homeschool curriculum that is not part of any distance learning curriculum for St. Mary School.

CLASS SIZE

The policy of the Archdiocese of Hartford regarding class size (Archdiocesan Handbook, Section 4.132) states that Preschool and Kindergarten may have up to 25 students and that grades 1-12 may have up to 30. At all times the administration has the discretion to allow a classroom to exceed these numbers up to the Archdiocesan limit.

If, due to number, not all students can be re-registered or not all applicants accepted, the following hierarchy will be used as a guide to determine acceptances

Children presently registered in St. Mary Preschool four year old program (for Kindergarten).

Children with siblings presently registered in the school.

Catholic children of bona fide parishioners of Precious Blood Parish.

Catholic children of bona fide parishioners of other Catholic parishes in Milford or Orange.

Catholic children of other Archdiocesan parishes.

Catholic children of parishes outside the Archdiocese of Hartford.

Catholic children of families who are not members of a parish.

Catholic children of alumni.

Non-Catholics.

Section 5.101, Archdiocesan *Handbook*

ST. MARY SCHOOL CALENDAR

A complete school calendar is sent home at the beginning of the school year and can be found on the school's website. Please keep it for easy reference. Monthly detailed calendars will be sent home in back pack mail and will include revisions and additions. **IT IS IMPORTANT THAT PARENTS READ EVERYTHING THAT THE SCHOOL SENDS HOME, AS IT IS OUR MAIN FORM OF COMMUNICATION TO PARENTS.**

VACATION POLICY

Personal vacations should be planned around your child's school calendar. Teachers are under no obligation to provide work to students whose parents do not follow this rule. In such cases, it is the responsibility of the student and/or his or her parents to make up lost work. Such vacations during school time are a burden to the student and are highly discouraged by the school.

HOME TO SCHOOL COMMUNICATIONS

At St. Mary School, we believe quality communication between the school and the home is a vital component for the educational and social progress of each child. We believe it is equally important for the vitality and growth of the entire school community.

The following guidelines and policies are consistent with Section 1.210 of the Archdiocesan Handbook; which also emphasizes the importance of consistent, quality and on-going communication between the school and the home.

Written Communication Through “Back Pack” Mail

This traditional manner for communication with parents is by sending written information home through the students. Due to the cost of paper and of operating the copy machine, most information is sent "one to a family." Usually this means that if you have more than one child in the school, the youngest will bring it home. **IT IS ABSOLUTELY CRITICAL THAT PARENTS INSIST THAT THEIR CHILDREN DELIVER EVERYTHING DIRECTLY TO THEM.**

In order to be sure that this happens, we require that every student have a folder whose sole purpose is bringing home any and all notices which are being sent to parents. Each segment of our school family has a responsibility in this matter:

- THE STAFF ensures that all notices, etc., are given to each student (or, in some cases, the youngest or only child of a family).
- THE STUDENT places all notices in the special folder & delivers the folder to their parents each day.
- THE PARENTS see to it that each child has this folder and look for it each day.

If everyone does their part, we at school and you at home can be sure that you will receive all communications from the school. Parents: do not be afraid to ask everyday if anything was sent home.

Parent-staff Email Communication

Email is a wonderful way of communication between teachers and parents. However, in our ever-changing technological world, there are varying opinions on what should and should not be communicated by email. Keep in mind when using email to communicate with teachers, administration or other members of the staff, that although members of our staff do have access to email communications while in school, they may not necessarily have the same access at home – nor should they. On that basis, parents should never expect an instant reply to any email they send to a member of the staff, especially if not during school hours.

Parents are also reminded that during the school day the primary obligation of any staff member is the children for whom they are responsible and the teaching they are doing with those children. Although staff members will try to check their emails at least once per day while in school, there is no guarantee of when they may be able to reply. Generally, a parent can expect a response to an email sent to a regular member of the staff within one day. Staff email addresses are listed on the school's website.

General School- Home Email Communication

In an effort to streamline communication, eliminate the constant use of paper, and risk that not everything distributed to students makes it to the parent, the school uses **BLAST EMAILS** to parents. Teachers also use this method in order to enhance their communication with parents. For this to work efficiently and effectively:

- 1) The school must have at least one accurate email address for each family (you may submit more than one).
- 2) Parents need to notify the Office of any changes to any of the email addresses provided, or if the parent would like email blasts to go to additional email addresses.
- 3) Your email must be **set up to accept emails from info@smsmilford.com** or any staff member.
- 4) Parents must check their email frequently.

We ask everyone to comply so that communication can become more efficient and effective. Parents may request the school to include additional email addresses (such as work emails or for a non-custodial parent) to be on its "Blast" list. Simply call or email the Office to make these additions.

Payments, Communications And Paperwork Sent To School

In all cases, please make sure anything being sent to school through your children, in the mail, or brought to the office by a parent, is sealed in an envelope. Please be sure that the specific purpose is clearly marked on the envelope along with the name, room number and date. If you are sending a check for any reason, please make sure it's purpose is written on the check and that it is enclosed in a sealed envelope with the purpose clearly written on the outside.

SCHOOL HOURS

Kindergarten - Grade 8	7:50 AM to 2:25 PM
Preschool half day	8:30 AM to 11:00 AM
Preschool full day	8:30 AM to 2:30 PM

Preschool will open at 7:40am for those who need to leave their child off early (there is no charge for this courtesy).

Early Dismissal Days:

Grades K- 8	Dismissal at 12:25 PM
Preschool	Dismissal at 12:15 PM

EMERGENCY CARDS

Emergency Cards are given via the summer mailing and must be returned to school the first day of classes. These cards are mandatory for each child's well-being.

Emergency forms must be renewed each year. The parent/guardian is responsible for informing the school if there are any changes to the emergency contact information.

Emergency cards list the names and telephone numbers of those people other than parents who will respond if a child becomes ill or if there is an emergency and a parent cannot be reached. If changes are to be made, it is the parent's responsibility to update this report throughout the year. It is absolutely critical that we know how to contact someone who can make a decision on your behalf when we cannot get in touch with either parent or guardian.

WEATHER RELATED CLOSINGS AND DELAYS

As per Section 3.119 of the Archdiocesan Handbook, St. Mary School will follow the announcements and decisions of the **MILFORD PUBLIC SCHOOLS** for closing, delays and early dismissals for weather related and other emergency reasons.

- As per the Milford Public Schools, **delays due to weather** will be 2 hours
 - Kindergarten - Grade 8 9:50 - 2:25
 - Preschool 9:50 - 2:25
 - Preschool Before Care 9:30 am
- **Early closing** due to weather will be the same as on any Early Dismissal Day unless announced differently.
- Families will be informed via an All Call System. All families will be called and will receive a recording made by the principal.
- Announcements of cancellations will also be on Channel 3 and Channel 8.

WE DO NOT MAKE THESE DECISIONS. Such decisions are made by the local public school authorities as prescribed by the Center For Education and Formation. This is because the public school officials are in a much better position than we are to collect all the data necessary to make these difficult decisions.

On such days, please listen or watch any radio station or TV channel which lists St Mary's School. You can also easily access a list of closings, delays and early dismissals by going to our own website www.saintmaryschoolmilford.org, or TV Channels 3 and 8. The All Call Alert System for all registered families will be activated and all families will receive a call indicating the closing or delay. This will also be used to notify parents of any other school wide emergency deemed as necessary by the administration.

EARLY DISMISSAL CONTINGENCY PLAN

Occasionally there are those days on which the Milford Public Schools deem it prudent to send the

children home early. The All Call System will be used to communicate this important information to families. These announcements will also be on Channel 3 and 8 and the school website. Bus transportation is provided on such days. Therefore, if your child ordinarily goes home by bus, there is no need for you or other adults to pick him/her up. In fact, the police and other emergency authorities feel that bus transportation is the safest form of transportation on such days.

Usually the dismissal on these days will be the same time as a normal early dismissal day. Although at least one adult will remain with any child not picked up at the time of an Early Dismissal, **there is NO After School Program on such days.**

In order for both you and your children to be prepared, it is very important that every family have a plan whereby the children, their parents and or other adults involved with you children, know exactly what will happen if school unexpectedly closes early.

EXCUSED AND UNEXCUSED ABSENCES

Absences:

The State of Connecticut deems it essential that students attend school on a regular basis in order to maintain continuity of the educational process and to foster the habits of regular attendance, dependability, and responsibility. Connecticut state law requires parents/guardians to cause their children to attend school regularly, and St Mary's School believes a student should not be absent from school without the parent/guardian's knowledge and consent.

The statutory responsibility for regular attendance rests with the students' parents/guardians or with the students themselves when they become of legal age. However, the school shall institute all necessary measures to encourage and ensure the regular attendance of all students.

If a student has ten excused absences due to illness or injury, death of a family member or another emergency beyond the control of the student's family, mandated court appearances, school sponsored activity, lack of transportation that is normally provided by the City of Milford for Milford residents, extraordinary educational opportunities pre-approved by the principal or suspension; a conference will be held with parents to assure that proper attendance continues. Many missed days could result in loss of credit for the year, incomplete grades and failure to be promoted to the next grade level.

A PARENT MUST CALL THE SCHOOL OFFICE BEFORE 9:00 AM on the day of your child's absence. Failure to call may be recognized as truancy. Any student absent without parental permission will be considered TRUANT, and subject to disciplinary action by the school.

A note to the teacher is required stating the reason for any absence. This note will then be forwarded to the office. **THIS IS A LEGAL REQUIREMENT.**

As prescribed by Connecticut State Law, parents who keep a student out of school without explanation or without a legitimate excuse will be referred to the proper authorities (i.e. the Milford Public Schools and/or the Department of Children and Families).

Students should not be absent from school to visit another school. We understand that high schools will invite students to spend a day at their school. Should a parent wish his/her 8th grader to visit a high school, this should preferably be done on a non-school day, an early dismissal day, or at least on a day discussed with his/her teacher(s). Any such questions should be addressed to the principal.

A child who is sent home by the school and/or taken home by parents **prior to 11:00 AM** will be marked absent for that day.

Should a student be absent, or be dismissed early, on a given day, he/she **will not be permitted** to attend any school function or activity (including interscholastic games or team practices) that afternoon or evening.

A CHILD MUST BE CONSISTENTLY PRESENT to receive sufficient benefit from classroom and instructional participation and to be considered for promotion to the next grade. When a student reaches 10 or more days absent, the matter will be reviewed jointly by the principal, teacher and parent. If deemed necessary, a referral may be made to the proper authorities (i.e. the Milford Public Schools and/or the Department of Children and Families). Extended serious illness with a doctor's certification would of course warrant appropriate consideration.

TARDINESS

STUDENTS ARE LATE AFTER 7:50 AM. Students will be marked tardy if not in their classrooms prior to the 7:50 AM bell.

TARDINESS: St. Mary's School believes that patterns of punctuality and adherence to schedules must also be developed in students. Therefore, tardiness to school and/or class will result in disciplinary action. Three (3) tardies or three (3) early dismissals is considered a one-half day absence. Excessive tardiness has a direct impact on a student's academic success and promotion to the next grade. If your child is tardy he/she must enter the building through the main entrance. After three tardis or early dismissals, the principal will give written notice to the family of the over the limit amounts of tardis or early dismissals.

Legal Reference: Connecticut General Statutes
10-184. Duties of Parents

10-185. Penalty

10-186. Policies and procedures concerning truants

Chronic tardiness will be dealt with by the principal and the teacher. If tardiness becomes frequent and the school judges that the child is in whole or in part responsible for the lateness, the school may take disciplinary action such as having the child serve detention to make up the time missed.

Whether or not the student is responsible for the tardiness, if it has an adverse effect on the progress of the child, the school may require the student to make up for the missed time.

Any student arriving after the 7:50 bell **MUST RECEIVE A TARDY SLIP BEFORE GOING TO THE CLASSROOM.** The family will be met at the door by office staff.

Tardy Policy

Excessive tardiness by students in the grades 5-8 will, if judged to be the fault of the student, result in the following disciplinary action:

1. After a third tardy in any one marking period, the student may receive an After School Detention.
2. After the sixth tardy in any one marking period, the student may receive a second After School Detention.
3. After a ninth tardy in any one marking period, the student may receive an In School Suspension.

A tardy due to a doctor's appointment or other legitimate reason, although still recorded as a Tardy, will not count toward these consequences, provided proper documentation is received by the Office.

The school's policies regarding attendance are consistent with Section 5.200-201 of the Archdiocesan Handbook of Policies and procedures for Catholic Schools

RELEASE OF CHILDREN FROM SCHOOL

No student will be released from school without the approval of the principal, or his designee. In a medical situation, the nurse may make this decision.

No student will be allowed to go home unaccompanied. Students will be released from school only to their parents or to persons authorized by their parents. **THE PARENT (OR PERSON AUTHORIZED) MUST REPORT TO THE OFFICE TO PICK UP THE CHILD.** Dental and medical appointments should take place after school hours. If not possible, the student's teacher must be notified in advance. Students are never permitted to leave the school grounds on their own during the school day. If a student does this he or she will be subject to disciplinary action.

A child who is sent home by the school and/or taken home by a parent prior to 11:00 AM will be marked absent for that day.

If COVID is suspected, the student will wait in our school's isolation room supervised by the Principal or Assistant Principal. The school nurse will determine if this is necessary. The school nurse will recommend a certain mandated protocol that will be followed and explained to the parent. The parent will meet the student at the door.

BUILDING SECURITY

Over the past few years, the school has been re-evaluating its safety and security policies and procedures. We have worked closely with the Milford Police so that our policies and procedures are consistent with those of the Milford Public Schools.

Unfortunately, in this day and age, such things as emergency drills, lock down, etc., are needed to be discussed with, and practiced by, the students.

So all parents are aware, this school has worked closely with the Milford Police Department resulting in the following:

- Although always looking for ways to improve, our school has a very good system in place.
- We conduct discussions with the students (appropriate to their age level) about security and what to do in certain situations.
- We conduct classroom and school wide drills, so that both staff and students know what to do in the unlikely event of a bad case and/or worse case emergency.
- Such drills are many times evaluated by the MPD to help us improve our procedures.
- Much of our emergency procedures cannot be announced or written in a Handbook. However, please rest assured that St. Mary School continues to be a very safe place for its children and that all the appropriate safety and security measures are in place.

Video Monitoring Of Entrances

The school has a **video monitoring system** in place so that all entrances to the school building and prekindergarten building can be viewed from the Office and, in certain situations, from other locations.. Video from all the cameras of this system are also recorded by a secure DVR if ever needed.

This, and other future security improvements to the school will be based on priorities established by Milford's emergency services as well as finances available and availability of government or other grants.

Silent Alarm System

A sophisticated silent alarm system is utilized by various members of the administration, faculty and staff to report threatening situations and emergencies directly to authorities.

Doors

All doors entering the main building will be kept locked at all times while school is in session, as well as after school hours. However, as per legal statute, anyone can exit at any time.

To obtain access into the building, please use the main doors. There is a **Call Box** located to the left of the main doors which you can activate during the school day to talk to the Office (by simply pressing the button and waiting for a response). Remotely, from the Office, we can speak to you and give you further instructions. The Office will also have visual access to the front door area by means of closed circuit television.

There will be someone on duty in the Office after school hours till 5:30 PM when the *After School Program* is in session.

Children In Building

Students should enter the building only with a responsible adult who is in charge of them.

Intercom System

All classrooms have phones (with internal capability only) by which there can be instant communication with the office. These phones do have the capability to call 911 in the event of a bona fide emergency.

Fence / Gate System

There is a fence with a sliding gate built across the paved area between the school building and playground. A fence with a sliding gate is also located at the other side of the school at the back corner beyond the kitchen.

These gates are closed while children are on the playground to eliminate the possibility of someone driving through this area or around to the back. The gates can be easily opened when not needed and/or for approved vehicular traffic. They will be left open during the night and on weekends so that the Police can do their usual security checks around the building.

School Personnel at the counter viewing the Foyer

The counter of the main office has a clear view of the entrance foyer and is consistently under the surveillance of office personnel.

STUDENT HEALTH AND WELLNESS

The following is taken from the Milford Health Department's website. These policies and procedures having to do with student health and wellness are consistent with Sections 5.600 – 5.610 of the Archdiocesan Handbook:

School Health Services are provided by the Milford Health Department to all Milford public and parochial schools. School nurses, dental hygienists and health office clerks provide a comprehensive school health program.

The Milford School Nurses provide first aid for illness and injury, conduct state mandated screenings for vision, hearing and postural evaluations, perform color vision evaluations for Kindergarten students, and height, weight and BMI assessments for all students. The Milford School Nurses are active members of their school resource teams, participating as members of the Crisis Team, Student Assistance Team and Child Study Team among others. The nurses actively participate in the PPT process and work collaboratively to develop health and education plans with the student, family, medical providers and school staff, acting as an advocate for students with health concerns. The Milford School Nurses provide health education and health promotion activities such as health fairs, asthma education programs and many others to benefit all children.

From the National Association of School Nurses, 2010:

School nursing is a specialized practice of professional nursing that advances the well-being, academic success and life-long achievement and health of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety including a healthy environment; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self-management, self advocacy, and learning.

St. Mary School therapist. The school therapist is in a few days a week and a student can see her if parental permission is given. An email to the principal by a parent can give permission for a student to see the therapist. There is also a form that will be located on Educonnect to request student meetings with the therapist.

PHYSICAL EXAMINATIONS

It is the policy of the Milford Board of Education and St Mary's School, in compliance with the State of Connecticut regulation that each child must have a complete physical exam including hematocrit, urinalysis, vision and hearing screening, height and weight, pulse and blood pressure measurements prior to entering pre-k and kindergarten and in the period of July 1 - June 1 of their sixth grade year. Their immunization must also be completed.

All students must have required immunizations prior to being allowed to attend school unless exempt by law. Law and policy #5.601 states that such exemptions are possible only if the child presents a certificate from a physician stating that in the opinion of such physician, such immunization is medically contra-indicated because of the physical condition of such child. This law and policy also states that an exemption could be considered in a statement from parents/guardians of such a child that such immunization would be contrary to the religious beliefs of such a child. It should also be noted that the Catholic Church teaching is fully in accord with the use of vaccinations. Therefore it is difficult to justify a religious exemption in a Catholic School.

Students **entering Pre-K, Kindergarten, grade 6 and grade 10 are required to have a complete physical examination** performed by a licensed physician (MD or DO), Physician's Assistant (PA) or Advanced Practice Nurse (APRN).

All students entering the district from another state or country as well as those entering from private schools outside of Milford must have a physical examination performed within one year of entering the Milford Public Schools.

The physical exam must be documented on the State of CT Physical Exam form (HAR-3), commonly referred to as "the blue form". This form can be downloaded from the Milford Health Department's website.

Immunizations

All entering students must provide documentation of immunizations that are required by the State of Connecticut. A current list of required immunizations can be found on the Milford Health Department's website.

Your primary care provider may administer immunizations. The Milford Health Department also offers an Immunization Clinic on the second Tuesday of every month from 2:30-4:30 pm. All required childhood immunizations are available and no appointment is necessary.

All students must have required immunizations prior to being allowed to attend school unless exempt by law. Law and policy #5.601 states that such exemptions are possible only if the child presents a certificate from a physician stating that in the opinion of such physician, such immunization is medically contra-indicated because of the physical condition of such child. This law and policy also states that an exemption could be considered in a statement from parents/guardians of such a child that such immunization would be contrary to the religious beliefs of such child. It should also be noted that the Catholic Church teaching is fully in accord with the use of vaccinations. Therefore it is difficult to justify a religious exemption in a Catholic school.

Medication Administration

All students who require medication (prescription or over-the-counter) to be administered at school **must have a completed Medication Authorization Form signed by their primary care provider and parent/guardian.** Medications must be supplied in their original labeled container. A 90-day supply of medication is the maximum amount that the school nurse can accept; refills can be delivered to the school nurse as needed.

Students who have parental and physician permission to self administer their medication(s), such as EpiPen injectors or inhalers, are also required to submit a medication authorization form every school year.

Medications are to be picked up by the parent by the last day of school in June or they will be destroyed.

Please visit the Milford Board of Education website (www.milforded.org) for a complete and current reference of the Medication Policy for Students.

Screenings

The following State mandated health screenings are performed every school year in the following grades. Please keep in mind that they are screening exams and are not meant to take the place of professional vision, hearing and other medical evaluations.

Vision Screening: All students in grades K, 1, 3, 4 and 5

Hearing Screening: All students in grades K, 1, 3, 4, and 5

Postural Screening: Females in grades 5 and 7, Males in grade 8

Height & Weight & BMI: All students in grades K-12

Although screenings are conducted annually in specific grades, they can also be performed on request for any child if a parent, teacher or nurse has a concern about the student's ability to see, hear or perform in school.

Health Status Communications

Many times children will become ill, sustain an injury, have an operation or surgical procedure, obtain a prescription for new glasses or lenses or receive an immunization booster during school vacations. Please inform the nurse so that medical information can be updated and, when indicated, appropriate staff can be notified.

Accidents

School nurses are accessible for service to your child and can be called upon at any time for emergencies when they occur at school. It is important to keep your emergency card updated so that you can be contacted in the case of an accident or illness of your child.

For Injuries Occurring In Or Outside Of School

If your child has an injury, even if it was sustained outside of school, which requires special care in school or the need to be excused from participation in Phys. Ed., recess or other school activity; written documentation from a qualified health care professional will be required. If the child has a cast, crutches, splints, or sutures, it is necessary for the school nurse to be aware due to safety issues within the school environment. Please contact the school nurse for further clarification.

Students With Immobilizing Devices

Any student with an immobilizing device will be restricted from recess and Physical Education. This includes any practice or game with a school or team sport.

- If a student has a doctor's note, they will be restricted until such a time as the doctor sends a note clearing the student for physical activity or specifies limitations.
- If the note comes from a parent, the nurse has the discretion to recommend a doctor's examination for injury assessment and/or require a Doctor's note to return to Physical Education/recess.
- Without a Doctor's note/parent note, your child will be restricted from Physical Education/recess until further clarification regarding the injury is received. The school nurse has the discretion to recommend a doctor's examination and/or require a doctor's note to return to Physical Education/recess.

Oral Health Services

Registered dental hygienists provide oral screenings, cleaning and prophylaxis, sealants and oral health education for students in grade 1-5 with parental permission. They also provide oral screening for Kindergarten children. All services are delivered in the school setting to minimize the loss of classroom learning time. The service is designed to complement the student's current dental care and is not intended to replace regular dental checkups and treatment.

Head Lice

If you discover your child has head lice, **NOTIFY THE SCHOOL NURSE**. Your child's name will not be disclosed due to privacy issues. You should also notify the parents of any child with whom your child has been playing with recently.

The current policy of the Milford Health Department, who has the authority and responsibility in such cases, are as follows:

- 1) If your child has live lice in his/her hair, he/she will be dismissed home and parents will be instructed as to what to do so to have the child readmitted back in school.
- 2) If your child has persistent nits in his/her hair, the School Nurse will refer you to their health care provider.

There is information from the Milford Health Department on this topic which can be found on their website.

If you have any other questions regarding this or other issues regarding student health and wellness, please contact the School Nurse or the Milford Health Department.

Student Insurance

As a matter of policy consistent with the Archdiocese of Hartford, Connecticut State Law, and the

policies of the public schools, students are NOT covered for medical expenses resulting from any injury received at school or in their participation in school-sponsored events away from the school premises. Any medical bills or injury claim should be referred to the primary medical coverage in force for your child.

UNIFORM POLICY

ALL students in kindergarten through Grade 8 must be in complete uniform at all times, including traveling to and from school. If a legitimate medical reason necessitates that a student not be in complete uniform, a written note from a physician is necessary. The alternative uniform item must resemble the prescribed item as closely as possible.

In order to have proper uniformity of dress in the school, only those articles of clothing being sold by our uniform suppliers will be acceptable.

DENNIS UNIFORM

See info below with uniform policy

www.dennisuniform.com



UNIFORM POLICY

KINDERGARTEN

BOYS

- White polo shirt with uniform logo (long or short sleeve)
- Navy blue elastic waistband trousers, worn at the waist
- Navy blue socks

GIRLS

- Green/navy blue Black Watch Plaid jumper
- White peter pan collared shirt (long/short sleeve)
- Navy blue socks, tights or leggings
- NOTE: Bike shorts are permitted and encouraged underneath the jumper. They should not be visible past the hem of the jumper.

PHYSICAL EDUCATION

ALL STUDENTS

- Navy blue sweatpants, with uniform logo
- Navy blue mesh shorts, with uniform logo
- Gray t-shirt with uniform logo
- Navy blue crew neck sweatshirt with uniform logo
- White socks
- Sneakers (no light up sneakers please)

WARM WEATHER OPTIONS

AFTER APRIL VACATION THROUGH OCTOBER 31

- Navy blue walking shorts, worn at the waist



UNIFORM POLICY

GRADES 1 - 5

BOYS

- White polo shirt with uniform logo (long or short sleeve)
- Navy blue trousers worn at the waist
- Navy blue socks
- Dark belt

GIRLS

- Green/navy blue Black Watch Plaid jumper
- White peter pan collared shirt (long/short sleeve)
- Navy blue socks, tights or leggings
- NOTE: Bike shorts are permitted and encouraged underneath the jumper. They should not be visible past the hem of the jumper.

PHYSICAL EDUCATION

ALL STUDENTS

- Navy blue sweatpants, with uniform logo
- Navy blue mesh shorts, with uniform logo
- Gray t-shirt with uniform logo
- Navy blue crew neck sweatshirt with uniform logo
- White socks
- Sneakers (no light up sneakers please)

WARM WEATHER OPTIONS

AFTER APRIL VACATION THROUGH OCTOBER 31

- Navy blue walking shorts, worn at the waist



UNIFORM POLICY

GRADES 6 & 7

BOYS

- Navy blue polo shirt with uniform logo (long or short sleeve)
- Khaki trousers worn at the waist
- Navy blue socks
- Dark belt

GIRLS

- Green/navy blue Black Watch Plaid skirt
- Navy blue polo shirt with uniform logo (long or short sleeve)
- Navy blue socks, tights, or leggings

PHYSICAL EDUCATION

ALL STUDENTS

- Navy blue sweatpants, with uniform logo
- Navy blue mesh shorts, with uniform logo
- Gray t-shirt with uniform logo
- Navy blue crew neck sweatshirt with uniform logo
- White socks
- Sneakers (no light up sneakers please)

WARM WEATHER OPTIONS

AFTER APRIL VACATION THROUGH OCTOBER 31

- Khaki walking shorts, worn at the waist



UNIFORM POLICY

GRADE 8

BOYS

- Light blue polo shirt with uniform logo (long or short sleeve)
- Khaki trousers worn at the waist
- Navy blue socks
- Dark belt

GIRLS

- Green/navy blue Black Watch Plaid skirt
- Light blue polo shirt with uniform logo (long or short sleeve)
- Navy blue socks, tights, or leggings

8th Grade Privilege: SMS basketball hoodies as sold through the HSA are permitted to be worn daily.

PHYSICAL EDUCATION

ALL STUDENTS

- Navy blue sweatpants, with uniform logo
- Navy blue mesh shorts, with uniform logo
- Gray t-shirt with uniform logo
- Navy blue crew neck sweatshirt with uniform logo
- White socks
- Sneakers (no light up sneakers please)

WARM WEATHER OPTIONS

AFTER APRIL VACATION THROUGH OCTOBER 31

- Khaki walking shorts, worn at the waist



UNIFORM POLICY

COLD WEATHER OPTIONS

ALL STUDENTS MAY WEAR

- Navy blue pullover sweater with uniform logo
- Navy blue cardigan with uniform logo
- Navy blue sweater vest with uniform logo
- Quarter-zip sweatshirt with uniform logo

ALTERNATIVE UNIFORM OPTIONS

Alternative Uniform Option for Girls: same as the boys uniform for your grade level

ALL UNIFORM ITEMS AVAILABLE

DENNIS UNIFORM
dennisuniform.com
School Code: R00MS
(Those are zeroes!)



UNIFORM POLICY

UNIFORM SHOES

ALL SHOES MUST BE LIGHT BROWN OR
TAN COLORED



Buck-Style Shoes
tan or light brown



Merrell-Style
"Jungle Moc"
taupe or gunsmoke suede
adult sizes available



Sperry
Men's "Billfish" tan/suede

Women's "Koifish" or
"Angelfish" Linen/Oat

Kids "Shoresider" or
"Gamefish" Linen/Oat or
Dark Tan

Uniform Notes

- Sweaters and sweatshirts that are not a part of the uniform policy are **NOT** permitted.
- Only sneakers with laces or Velcro that can be properly tightened during physical activity are allowed.
- All uniform shirts must always be worn tucked into slacks/jumpers/skorts.
- All undershirts must be white.
- Hair must be properly groomed and may not be colored or dyed
- Make-up is not allowed in grades K-7; only clear lip balm. Girls in grade 8 may wear light, subtle makeup.
- Temporary tattoos are not allowed.
- Students are not to wear or color hair in any way that the school considers to be extreme or which may cause a distraction. All hair colors should appear natural.
- Girls may wear stud or small hoop earrings. No other piercings are permitted.
- Boys may not wear earrings.
- Boys shall be clean-shaven.
- Face Paint is not allowed

Spirit Days

On designated days students will be able to participate in Spirit Days where they can wear spirit gear obtained from school sponsored events and fundraisers. These days will be announced in advance and will be communicated to families.

Spirit days students will be allowed to wear:

- Any SMS t-shirt or sweatshirt
- Jeans
- Gym uniform
- Basketball shorts/pants
- Girls may wear leggings if a skirt is worn with them.

In that the school considers the parent as responsible for what their children wear, parents of children who break the dress code and/or uniform policy will be asked to bring appropriate clothing to the child in order for him or her to continue in class.

TECHNOLOGY

The philosophy of technology and technology integration for St. Mary School is as follows:

Technology is part of the total educational program. It is integrated with the curriculum as one of many tools used to accomplish the goals of the school. The school tries to strike a balance between utilizing technology in an appropriate way, one which enhances the learning of each student, while not minimizing all the other important skills the student will need to have in order to continue his/her successful education beyond St. Mary School; therefore preparing them for the life they will face as Christian adults in a rapidly changing world.

To this end:

- The school staff members assigned as the “technology Coordinator” for the school assist all the teachers in improving their technology skills and in increasing the integration of technology throughout the curriculum.
- The school conducts several inservices for teachers each year, plus individually designed workshops, which help our entire staff to continually improve & update themselves in this area.
- The school has Apple iPads and Chromebooks for students to enhance their educational experience.
- The school has interactive white boards in all its classrooms, Kindergarten through grade 8, as well as several in the Pre-Kindergarten.
- Each teacher has access to at least one computer he/she uses to assist with methodology, lesson planning, grading, communication and the management aspects of his/her teaching.
- The school contracts with **EduConnect** to produce our electronic report cards and to enable teachers to keep their grade books electronically and plan their lessons online.
- The school uses **EduConnect** to post online grades of students of grades 4 through 8 available for parents (with the appropriate passwords and security).
- **EduConnect** is also being used for other management purposes such as our basic student database, attendance, tuition accounting and other functions.
- All teachers utilize Google Classroom for class communication.
- The school is constantly improving its communication with parents through blast emails and school newsletters.

Over the past several years, the school has gradually been acquiring handheld devices (i.e. iPads and ChromeBooks) for student curricular use. This is mainly thanks to the City of Milford’s Book Loan program and generous donations from the Home-School Association. Precious Blood Parish and the former St. Mary Parish have also invested in this program. Grant money from the archdiocese has also helped us add devices to our school.

The Business Network Group (TBNG) is contracted to handle our IT needs. They help us to keep our infrastructure up to date with the appropriate security and filters, and help us maintain our wireless availability.

For the safety and security of all, and consistent with Archdiocesan Policy (Section 4-202 of

Archdiocesan Handbook), the school has an Acceptable Use Policy (copy found at the end of this Handbook). It spells out the purpose of how technology is used, as well as the rules and consequences should a student decide not to follow the rules and policies.

The school will continue to stay abreast of all the fast moving technological advancements and provide the necessary training so that our staff can make appropriate use of these valuable tools.

HOMEWORK

Consistent with Section 4.105 of the Archdiocesan *Handbook of Policies and Procedures for Catholic Schools*, depending on grade level, your children will be given a reasonable amount of work to do at home.

Grades K-3	average of 30 minutes
Grades 4-5	average of 1 hour
Grades 6-8	average of 2 hours

Be mindful that these are only averages. Times vary depending on each child's abilities, concentration span and organizational skills.

Parents should see to it that homework assignments are completed according to the directions given by the teacher(s). Each teacher will be sending home their specific homework policies and rules during the first weeks of school.

Good study habits at home go hand in hand with what we teach in school. It is important that parents see to it that their children have a specific quiet time during which they can complete their assignments. There should also be a designated area where homework is completed.

Should children come home with no specific assignment for that day, they should be encouraged to work on any long range assignments they may have. Even when nothing is required by the teacher, children should still have a designated time during which to read or study.

Should a student forget a book or assignment in school, he/she is **NOT** allowed to re-enter the building to get it after school hours. Parents also are **NOT** allowed to enter the classroom area after school hours unless involved, or picking children up from, a specific activity.

Although work handed in late due to an absence is normally accepted, children who are absent are still responsible for that work. Classroom teachers will help in any way they can, remember **THIS IS THE STUDENT'S RESPONSIBILITY, NOT THE TEACHER'S.**

If parents wish to pick up assignments for an absent child, they must call **BEFORE LUNCH TIME** and

call the front office to pick up student work before 5:00pm.

GRADING

The Archdiocesan Handbook, Section 4.134, states:

The purpose of grades is to measure and report learning. Grading practices must embrace, not hinder, teaching and learning.....Confidentiality of grades must be maintained at all times..... Every school shall provide parents/guardians with an electronic trimester report card"

Report Cards

Consistent with this policy, Report Cards for Kindergarten through grade 8 are distributed three times a year (Dec., March and June – see yearly calendar for exact dates). They are meant to reflect the daily achievement of the student in academics and personal development. They are to be reviewed carefully with the child and, if necessary, proper steps should be agreed upon to effect improvement.

Report cards are kept by the parents.

Report cards include confidential information and should only be shared between the student, his/her parents, the child's teacher or teachers and other professionals involved with the child, and the principal. **THIS INFORMATION SHOULD NEVER BE SHARED AMONG STUDENTS.**

For Parents

We try to impress on the students the appropriateness of this confidentiality. It is very important that parents also respect this rule. **As with students, PARENTS SHOULD NOT SHARE OR DISCUSS REPORT CARD INFORMATION WITH OTHER PARENTS.**

Electronic Report Cards

In Grades 1-8, Teachers use an electronic grade book to file their grades. These grades are then automatically averaged based on a predetermined formula which each teacher works out in accordance with the rules and policies of the Archdiocese. In this way, the grades appearing on the report card are more objective than when they were done "the old fashion way." Through the electronic grade books being used, each teacher can provide a more objective assessment of progress during a marking period as well. However, the system is not perfect. Trying to ascertain a child's grade early in, or even midway through, a marking period could lead to some misleading assumptions and conclusions. One should be very wary of averages being produced before all grades have been submitted for any marking period. As always, please contact your child's teacher if you have any questions.

EVALUATION KEYS FOR REPORT CARDS

We use the report cards and evaluation keys designated by the Office of Education Evangelization

and Catechesis in the Archdiocese of Hartford (Archdiocesan Handbook, Section 4.134). Teachers may sometimes add symbols and/or remarks to further help parents understand the information on the Report Cards.

“The purpose of grades is to measure and report learning. Grading practices must enhance, not hinder, teaching and learning.” (Archdiocesan Policy 4.134)

In the Archdiocese, the Elementary Schools use Trimesters; meaning three Marking Periods in a given year, with Report Cards distributed a week or so after the end of a Marking Period (called a Trimester).

Formal Parent Teacher Conferences are arranged midway through the first trimester. However, parents and teachers are always able to set up a conference at any other time if deemed necessary.

Kindergarten

- M - meets grade level expectations
- P - progress noted toward grade level expectations
- T - time and experience required for skill to develop
- ED - experiencing difficulty
- NI - not introduced at this time

Primary (Grades 1-3)

In the primary grades, the main purpose is to report progress of the development of the whole child: academically, socially-emotionally, and in terms of work skills/habits. The goal is to strengthen the home-school partnership and to inform parents concerning their child's progress in school. Teachers use classroom assignments, assessments, and observation of your child to determine progress made or how close he/she is to meeting criteria for grade level expectations. Each term, the Primary Report Card will show a numbered descriptor that best reflects this progress.

Code To Primary Progress Report

- 5** - Consistently exceeded grade level expectations for this term.
 - This is not to be confused with an “A”. This level of performance indicates that the learner/student consistently extends concepts and skills above proficiency levels; demonstrates an advanced level of understanding and/or ability to apply knowledge at a higher level.
 - The students at this level have mastered **95-100%** of the objectives taught at a mastery level.
- 4** - Consistently achieved developmentally appropriate skills and/or expectations for this term.
 - This indicates consistent performance at achieving grade level mastery. This is where we would expect all students to achieve in a given grade level.
 - Students at this level have demonstrated a mastery of **87-94%** of objectives taught.

3 - Approaching mastery of developmentally appropriate skills and/or expectations for this term.

- Indicates growth and significant progress toward consistent mastery of grade level expectations. This student has mastered a majority, but not all, of the grade level objectives taught. Performance indicates that the learner/student is approaching mastery at grade level.
- Students at this level have demonstrated a mastery of **80-86%** of objectives taught.

2 - Approaching proficiency toward developmentally appropriate skills and/or expectations for this term.

- This student has demonstrated proficient achievement of many of the grade level skills/concepts taught in this content area.
- Students at this level have demonstrated a mastery of **70-79%** of objectives taught.

1 - Difficulty meeting developmentally appropriate skills and/or expectations for this term.

- Indicates student's need of intensive support at school and at home to approach grade level expectations in this content area. Very few objectives taught were met at proficiency.
- Consistent support and intervention strategies required to meet expectations.
- Students who demonstrate proficiency at this level will have an Academic Improvement Plan (AIP) developed by the teacher and the parent; progress will be monitored on a frequent basis.

I - Incomplete work for this term.

- The students did not do enough work or submit enough work to assess a level of mastery.
- Students will be given the opportunity to make up the work with the goal of becoming proficient. Failure to do so by the next grading period will result in the letter grade remaining Inc.

Intermediate Grades (4-5)

Parents and students are cautioned not to interpret the numbers as precise. Many criteria determine the grade. At this level, the report card provides a key for comments the teacher or teachers may decide to use to aid in your understanding of the child's grade or grades.

A+	98 - 100	B+	89 – 87	C+	79 – 77	D-	69 – 65
A	97 - 94	B	86 – 83	C	76 – 73	F	below 65
A-	93 - 90	B-	82 - 80	C-	72 – 70		

For Handwriting, Art, Music, Physical Education, and World Language, the following is used:

- O - outstanding
- S - satisfactory
- U - unsatisfactory

Middle School / Grades 6-8

Parents and students are cautioned not to interpret the numbers as precise. Many factors go into determining the grade. At this level the Report Card provides a key for comments the teacher or teachers may decide to use to aid in your understanding of the child's grade or grades.

A+	98 - 100	B+	89 – 87	C+	79 – 77	D-	69 – 65
A	97 - 94	B	86 – 83	C	76 – 73	F	below 65
A-	93 - 90	B-	82 - 80	C-	72 – 70		

For Art, Music, and Physical Education the following is used:

- O - outstanding
- S - satisfactory
- U - unsatisfactory

Availability Of Online Grades For Parents Of Grades 4-8

Parents in grades 4 through 8 are able to view recorded grades. Those parents will have access to a specific website (there will be a link to this from the school website) and be assigned an individual user name and password.

The main goal of this availability is for parents to have a more up to date idea of how their children are doing. It reduces the need for notes, phone calls and/or weekly updates and reduces the need to depend on the students bringing home papers or interpreting their progress in class. It also eliminates the need to wait for a Progress Report to know what is going on and provides another way for the parent to stay on top of how well their children are doing.

A few things to keep in mind with grades being available online:

- Under normal circumstances, teachers may take up to one week of assignment, test, etc. to log those grades in.
- Different assessments (assignments, reports, quizzes, tests, etc.) are weighted differently by different teachers depending on the curriculum, the subject area, teaching style, etc..

Therefore, doing a mathematical average of the grades you see does not necessarily indicate their average or the final grade your child will receive.

Cheating/Integrity

In accordance with the mission of St Mary School, integrity and honesty are expected in all aspects of the students' work. Cheating is considered a serious infraction and will result in a 55. The following are examples of cheating: copying, plagiarism, knowingly using another student's work as your own, allowing another student to use your work. Cheating is not limited to these examples. All students involved will be punished. Work will not be allowed to be made up. **Students involved in any type of copying of school work not authorized by a teacher, will receive a grade of 55 on the assignment and all involved will serve a detention. Parents will be notified by the teacher.**

ACADEMIC HONORS

In order to give special recognition to those students in our Middle School who demonstrate outstanding academic progress, **ACADEMIC HONORS** is given to those who achieve all B-'s and above - and a S or higher in all special areas, with **HIGH ACADEMIC HONORS** to those who achieve all A-'s and above and a S or higher in all special areas. These Academic Honors are announced after each trimester in grades 6, 7 and 8. While the school recognizes that what makes someone a good student is effort, hard work and good Christian character, academic honors specifically recognize those few who achieve at or near the top academically.

GRADUATION

Graduation commencement exercises take place each year in June for students who have successfully met all the academic requirements of the school and archdiocese. Graduation is held in the church together with mass.

In a letter dated January 13, 2020, the Center for Catholic Education and Formation of the Archdiocese informed all schools that caps and gowns are to be the same color for graduates and that students are to process into graduation in alphabetical order. St Mary School colors are white and blue and graduation caps and gowns are blue. Students inducted into the National Junior Honor Society wear the collar or rope representing that organization.

STANDARDIZED TESTING

As per Section 4.135 of the Archdiocesan Handbook of Policies and Procedures for Catholic Schools, standardized testing is done with students in grades 3-7 . **These tests are only one small part in the overall evaluation of the academic progress of our students.** They are meaningless if looked

at in isolation and can only be of help if we put the results in the larger context of the overall school experience. Their main purpose is not to judge or evaluate individual students. Rather, the chief purpose of these tests is to serve as one of many evaluative tools the school and archdiocese use to review the curriculum and to review the progress of a class from one year to the next.

The school tries not to minimize or exaggerate the significance of standardized testing -- we expect parents and students to do likewise.

For a review of the most recent standardized testing data for students in our school, please reference the information provided on our school's website.

NATIONAL JUNIOR HONOR SOCIETY

All members of the Saint Mary School Chapter of the National Junior Honor Society (NJHS), will maintain the standards of leadership, scholarship, service, and character. They should understand that being a member of NJHS is a privilege and an honor, as they are representing themselves, their school, their family, their peers, and their community. Each member should be aware that as a member of NJHS, they will maintain these standards inside school and outside in the community. If they fail to meet the requirements set forth by the council, they will face probation and possible dismissal from NJHS.

In order to gain membership/remain an active member of NJHS, they must:

1. Demonstrate the high standards of leadership, scholarship, service, and character.
2. Maintain a minimum grade of 90 or higher in all subject areas.
3. Maintain a minimum grade of S or higher in all special areas.
4. Maintain a clear discipline and uniform record.
5. Be in attendance at all in-school meetings.
6. Complete the service requirements
 - a. Complete a minimum of **eight** service hours over the trimester.
 - b. Service hours are required to be recorded on the Service Hour Record Sheet and turned in on or before the designated due date.
7. Complete the Service Reflection and submit on or before the designated due date.
8. Participate in group service projects and NJHS fundraisers.

Failure to meet one or more of these requirements will result in probation and possible termination from NJHS.

Student Government

Student Government will meet with representatives from grades 4-8 to help bring areas of concern to our school administration as well as be a voice for their classmates. Elections will be held for a President (from grade 8 students), a Vice -President (from grade 7 students), and a secretary (from grade 6 students). Meetings will be held monthly. Students from grades 4 and 5 will have a representative from each class at the meetings. All officers and representatives will be elected. The student government will meet monthly on the first Friday of each month at 11:30.

ARRIVAL AT SCHOOL (Morning Drop Off)

All students need to be in the building **by 7:50am**. As per advice from the Milford Police Department, **STUDENTS SHOULD NOT ARRIVE BEFORE 7:25 AM** as there is no supervision before this time.

Riding of bicycles and skateboards to school is **NOT ALLOWED**. It should be pointed out that this includes riding a bicycle and leaving it away from, but near the school. This is in the interest of safety as the hours of beginning and ending of school are very dangerous.

Since we have to change our arrival procedures, there will be no opportunities for parents to park and walk their students to the door this year. Students may enter into either door in the back of the school.

The front door will be available for drop off only after the buses have arrived. Cars will be notified if this is open by school personnel directing traffic.

TRAFFIC PATTERNS FOR Kindergarten - Grade 8 Arrival

The aim of these patterns and rules is to make the *Drop Off* Time and *Dismissal* as safe as possible for students, while making traffic flow as smooth and efficient as possible. We will notify parents of any changes which may be deemed necessary.

After the buses have completed the drop off of students, the front entrance will also be available for drop off. Traffic will be directed by school personnel.

At any time when driving to, from or through the parking lot, you must maintain a slow and safe speed. This includes before school begins, after dismissal, and during the school day. Because the safety of our children is the priority, we ask all to be patient.

We remind ALL DRIVERS of the Connecticut State Laws governing School Buses:

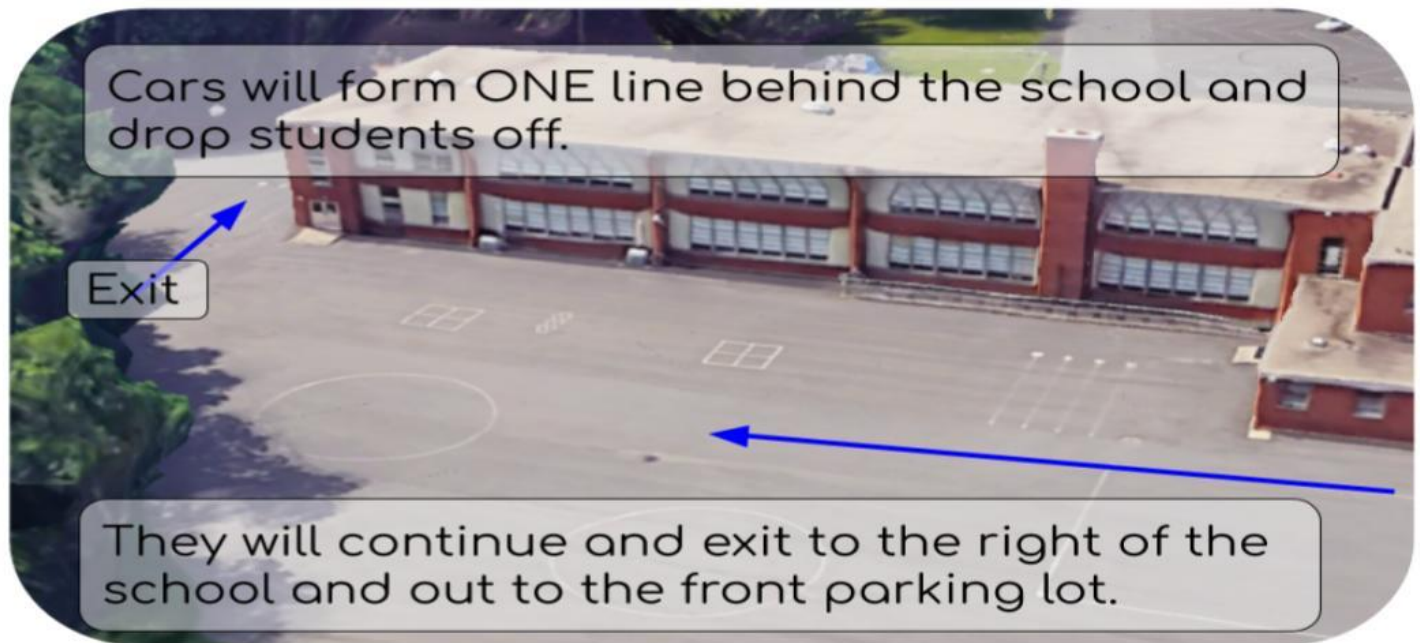
NO VEHICLE MAY PASS A BUS WHICH IS TAKING ON OR LEAVING OFF STUDENTS. The Police have informed us that this law is enforceable on our property. Therefore, for the protection of our children, we will report any violations to the proper authorities.

Enter school parking lot by the Gulf Street entrance to the left of the Church.



Continue to drive to the back parking lot of school.





DISMISSAL

At 2:25 PM (12:25 PM on Early Dismissal days) bus riders will begin to be dismissed by staff on duty, followed by "Walkers and Riders" at about 2:30-35 (12:30-35) on Early Dismissal days, depending on when buses are loaded and have left. Students are dismissed by zones of the building. Some exit the side doors near the playground and others through the front doors. Kindergarten is dismissed first. All students will be accompanied by their homeroom teachers.

All students are to leave the property as soon as they are dismissed, riders going directly to their parents or other adults who are picking them up. Students who are remaining after school for the After School Program, an extra-curricular or other activity, will be dismissed with the walkers and riders and wait for the responsible adult in the Gym.

Parents need to be sure that homeroom teachers are aware of the regular dismissal routine of each student (bus, walker, after school program, etc.). For obvious security reasons, and so we are aware of the wishes of the parent, **IT IS THE RESPONSIBILITY OF THE PARENT TO NOTIFY THE HOMEROOM TEACHER, IN WRITING, ON THOSE DAYS WHEN THERE IS TO BE A DEVIATION FROM THIS ROUTINE.**

We realize that plans sometimes change. However, dismissal can be a very confusing time. Therefore, we ask that you reserve end of the day phone calls to the Office at a minimum.

Parents or others who pick up children are **NEVER TO DRIVE TO THE FRONT OF THE BUILDING AT DISMISSAL OR IMMEDIATELY AFTER DISMISSAL, REGARDLESS OF THE WEATHER.** This

would be a safety hazard for our children.

Should there be a legitimate reason for a child to be dismissed before his/her normal time, such arrangements should have either been made in advance by a note to the teacher, or the parent can contact the office to request that the student be paged. When paged, the student and adult must leave the building immediately.

BUS TRANSPORTATION

School bus transportation is provided to eligible Milford residents by the Milford Public Schools through the use of **DURHAM SCHOOL SERVICES**. The rules of the bus company and the authority of the driver will be enforced by the school.

The same behavior expectations we have while the students are in school apply while they are riding the bus to and from school. All rules, as well as all discipline enforcement policies, apply.

All routes and stops are set up by the Milford Public Schools working with Durham Services, not by St. Mary School. Students may only ride the bus to which they were assigned. Any deviations **must be presented in advance in writing**, and sent to the office **no later than the morning that day**.

The school does not have the authority to make any exceptions to the routes or stops.

PERSONAL PROPERTY

ALL PERSONAL PROPERTY, ESPECIALLY CLOTHING, SHOULD BE LABELED WITH THE STUDENT'S NAME, (ESPECIALLY CLOTHING). THE SCHOOL IS NOT RESPONSIBLE FOR PERSONAL PROPERTY.

DISCIPLINE

Because St. Mary's School's Mission calls for all to be witnesses of Christ and the Gospel message, it is imperative that all students, parents, and teachers be willing to participate in creating a safe and secure environment where creativity, self-expression, and learning can take place. This obligation is extended to all members of the school family.

The two fundamental objectives behind any disciplinary action at St. Mary's are a.) to ensure the safety of all students and staff, and b.) to change a student's inclination towards unacceptable behavior.

This sometimes requires corrective action by school personnel if a student or students disrupt the environment. Corrective action may also be enacted if behavior by a student or students, in or out of school, during or outside school time, is judged by the administration as being a detriment to the reputation of the St. Mary School or Catholic Education.

The support of parents in discipline matters is **ABSOLUTELY ESSENTIAL AND REQUIRED**. The school will work with parents to help them with the behavior of their children. Likewise, the school expects the parents to work with the school regarding the behavior of their children.

The privilege to attend St. Mary's implies a responsibility on the part of the students to be courteous and respectful to adults and each other at all times. They are expected to treat all in a polite manner reflecting Christian values. Because the aim of the school is to give students the tools needed for life beyond the school, this expectation applies to outside of school time as well.

Because of the broad range of ages of the students, the following will be interpreted by the faculty and staff at an age appropriate level. It is the responsibility of all students to be familiar with the specific policies and rules of their particular teacher(s).

As students reach the upper grades, higher expectations for behavior are essential. These students are the role models for the lower grades. Additionally, unacceptable behavior tends to manifest itself in more serious ways, some of which are potentially dangerous to the student themselves as well as others in the school community.

Consequences Of Unacceptable Behavior

Because of the wide range of age and grade levels, as well as the complex nature of circumstances, the specific execution of these are left to the discretion of the teachers and administration. The examples listed below should not be interpreted as a mandate for the corresponding consequence, nor should they be viewed as the only reasons that the defined consequences may be incurred. Except with serious infractions, all the following would occur after ample warning:

Detention (given by the Principal)

Children may be kept after school. Parents will be notified when a child is to remain after the regular dismissal. He/she will remain in a supervised location. It will be the responsibility of the parent to provide transportation. Failure to remain after school when assigned will be referred to the principal. A SATURDAY DETENTION can also be assigned by a member of the staff. In such cases the parent is responsible for transportation. The student is kept in a supervised location. Some examples of behavior that may lead to this consequence are:

- Disrespect for fellow students, teachers or other school personnel

- Swearing or other inappropriate language
- Conduct or behavior unbecoming a St. Mary's Student (either in or out of school)
- Rude and/or discourteous behavior
- Excessive tardiness
- Cheating and/or plagiarism
- Bullying or bullying-like behavior

Suspension

Can only be executed by the principal, usually after other consequences have failed to be effective or in the case of a serious infraction. Parents are notified. This is usually an "in school" suspension where a student is placed in a supervised location separate from his/her class. The student is responsible for all work assigned by the teacher(s). In more serious instances, this can be an "out of school" suspension. Some examples of behavior which may lead to this consequence are:

- Disrespect for fellow students, teachers or other school personnel
- Stealing of any nature, including cheating on school work and plagiarism
- Willfully striking or assaulting a student or member of the school staff
- Use of tobacco, alcohol or other unauthorized substances
- Vandalism, deliberately defacing School or Church property
- Bullying or bullying-like behavior
- Retaliation for a report of bullying or bullying-like behavior

Expulsion

This usually results only after other methods have been exhausted or in the case of a very serious infraction. It can only be executed by the principal after consultation with the Pastor. A decision of this nature would be discussed at a conference involving the Principal and the Pastor.

The activities listed below are subject to immediate disciplinary action at the discretion of the school principal, including but not limited to, suspension or expulsion. Any St. Mary's student involved in any school activity, whether or not such activity occurs on school property or not, including but not limited to: bus transportation, in-school activities, and/or before or after school programs, who causes or is involved in any of the following:

- Involved in any activity that causes or may potentially cause any injury to another;
- Brings to school or school activity, any inappropriate items as determined by the school administration, including but not limited to: knives, lighters and matches;
- Brings to school or school activity any inappropriate or illegal substance, including but not limited to, tobacco products and alcohol or alcohol container (even if empty);
- Threatens, verbally or physically, any person while at school or school activity.
- Harasses, while at school or school activity, any person (including, but not limited to, harassment related to gender, race, religion, skin color, etc).

- Retaliates against another for reporting bullying or harassment
- Bullying or bullying-like behavior
- Retaliation for a report of bullying or bullying-like behavior

Per State Law, the Police Department will notify the principal of any student involved in any formal charge or arrest. In such cases, the Principal will notify the Pastor and a meeting will be arranged with the parent. The Pastor and Principal, after investigating the facts, reserve the right to suspend or expel the student should they determine that the student is a risk to the students, staff or others, or that the student is a risk to the reputation of St. Mary School. All such reports, discussions, investigations and decisions will be handled from a Christian point of view and will remain **TOTALLY CONFIDENTIAL**.

The principal and Pastor reserve the right to make any decision necessary in order to protect everyone's safety and the reputation of St. Mary's School. The principal, under the authority of the Pastor, has the final say in all discipline matters.

Discipline matters often involve information which cannot be made public. For that reason, all discipline matters and decisions will be private and be kept confidential between administration, staff involved, the student and his/her parents. Information concerning any discipline matters will never be discussed outside this context.

LAVATORY USE

Depending on age and grade level, teachers determine the policy for lavatory use. Except in the case of an extreme emergency, students may not leave the room at any time without the permission and knowledge of the teacher or adult responsible. If there is a medical or other reason for a child to leave the room frequently, there must be a note from the parent explaining the problem or condition. At times, a note from a medical professional may be required. Children, of course, may always leave in case of emergency or sickness.

GUM CHEWING

Children are not permitted to chew gum in school or on school grounds, unless in special circumstances when allowed by the principal or a teacher. This includes before or after school and at lunch and recess.

BACKPACKS

The use of backpacks has become a convenient way to carry books, etc., to, from and in school.

Teachers may establish rules about using backpacks while traveling from class to class. Teachers may also establish rules for what is carried from class to class.

For safety reasons, all straps, strings, etc., must be secured and not allowed to be hanging from the backpack. When traveling with the backpack, they must be closed. Students should be carrying in the backpacks ONLY those books and other materials necessary for school. Parents are asked to be aware of their child's backpack and what is in it.

Frequently, we find that students are carrying many more items than the school or parents require. We also have noticed that many students wear their backpacks in an incorrect manner. We ask parents to assist us and help their children by checking what is included inside their children's backpacks and making sure that the students wear them as high on the back as possible.

If you opt to purchase the backpacks with wheels, be mindful that they are significantly heavier than those without wheels and that they can not be rolled up or down the stairs of the building and the stairs on the school busses.

The school retains the right to search backpacks and/or other bags brought to the school or school activity.

Recycling

St Mary School will have a recycling program of paper and cans and bottles. There will be recycling receptacles at the end of each hall. One is for paper and the other is for cans and bottles. At the end of the day, teachers can send students to the receptacles with the paper and cans and bottles for recycling. Trash should not be placed in these receptacles

ELECTRONIC DEVICES

iPad Use

Students in grades Pre-K through third are given the opportunity to use the school's iPads at the teacher's discretion.

General Care

- iPads are to stay at school and not be taken home.
- Heavy objects should never be placed or stacked on top of the iPad.
- Any inappropriate or careless use of the iPad should be reported immediately.
- Students may not alter the iPad in any way.

- iPads should always stay on top of the student's desk, except if the teacher expressly allows something different.
- Students know that any inappropriate use of the iPad will result in a school discipline that may include the loss of iPad use, school suspension, and/or financial reimbursement.

Inappropriate use includes, but is not limited to:

- Visiting inappropriate websites
- Off-Application Task
- Inappropriate pictures or media files
- Installing applications
- Deleting applications
- Deleting or changing another student's work in any application.

Chromebook Use

Students in grades fourth through eighth are given the opportunity to use the school's Chromebooks at the teacher's discretion.

General Care

- Chromebooks are to stay at school and not be taken home.
- Heavy objects should never be placed or stacked on top of the Chromebook.
- Any inappropriate or careless use of the Chromebook should be reported immediately.
- Chromebooks should always stay on top of the student's desk, except if the teacher expressly allows something different.
- Students know that any inappropriate use of the Chromebooks will result in a school discipline that may include the loss of Chromebook use, school suspension, and/or financial reimbursement.

Inappropriate use includes, but is not limited to:

- Visiting inappropriate websites
- Off-Application Task
- Inappropriate pictures or media files
- Installing applications
- Deleting applications
- Deleting or changing another student's work in any application.
- Downloading inappropriate content.

Devices that are damaged by the student may result in the replacement of the device at the expense of the student's family. All are encouraged to be extremely careful with all devices and to carefully manage them.

Internet Policy & Acceptable Use Of Technology

Use of all available technologies such as the Internet/Intranet by students, faculty, and all school personnel must be in support of education and research consistent with the educational goals and objectives of the school, or other appropriate school use.

Users must not reveal personal information about themselves or others, including, but not limited to the following:

- their images
- home addresses
- telephone numbers
- passwords
- social security numbers
- credit card numbers.

Any publication of personal information must be on the basis of a signed release waiver by the subject or in the case of a minor, the parent/guardian.

Users shall comply with all state, federal, and local laws, including copyright laws and laws prohibiting harassment via computer, technological devices, and practices.

Users must not interfere with others' work or with the performance of the computers, neither hardware nor software. Prohibited actions include, but are not limited to the following:

- attempting to illicitly obtain or use passwords or screen names
- entering closed areas of the network
- introducing computer viruses
- committing acts of vandalism
- any attempt to modify, harm
- destroy data of another user

Users may not establish any official representation of the school (i.e. on an Internet/Intranet home page) without obtaining prior approval of the Principal.

Each user shall abide by the generally accepted rules of etiquette and applicable school policies, which include, but are not limited to the following:

- Not writing or sending abusive messages or those which contain vulgarities, violence, or threats.
- Not sending chain letters or participating in pyramid schemes
- Not bulk posting to individuals or groups to overload the system; i.e., "spamming" is prohibited.
- Not using intrusive devices or programs, such as keystroke loggers, spyware, hacking facilities, or any means of identity theft.

Electronic mail may be used for educational or administrative purposes. Electronic mail is not private. Those who operate the system have access to all mail and it may be monitored at any time by designated staff to ensure appropriate use. Any electronic communication between school employees or between students or their family members must be copied for available review by the Principal.

Each school must obtain the written permission of a student's parent/guardian before the student may access the Internet/Intranet relating to its acceptable use. The school shall use the required forms developed by the Office of Catholic Schools regarding the acceptable use of technology. These forms are to be signed and kept on file in the school's office for three years.

Use of school Internet/Intranet facilities is not private. Each user's use of the school's technology may be monitored or reviewed for appropriateness.

Electronic Information Resources

The school's connection to the Internet/Intranet shall provide access to local, national, and international sources of information and collaboration opportunities that are vital to intellectual inquiries in our classrooms and media centers.

On a global information network such as the Internet/Intranet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsement of the content by the school or the Office of Education Evangelization and Catechesis nor of the use of such information by students and staff.

Electronic information resources, such as local area computer networks, CD-ROMS, software programs, and the Internet/Intranet shall be used in the schools to educate and inform.

It is the responsibility of students, parents, and staff to learn and abide by this Electronic Information Resources Policy to ensure that the access to electronic information resources provided by the school is undertaken for educational and research purposes only and is not abused.

While Internet access is intended to further Saint Mary's School's educational goals and objectives, this use is to be considered a privilege, **not a right**, and inappropriate use will result in a cancellation of that privilege. Technical methods are being implemented to regulate students' access to the Internet. Also, Internet use will not be allowed without the presence, permission and supervision of a Saint Mary School teacher or assigned adult monitor.

By signing the handbook students agree to:

1. use the Internet only in support of education and research (not for game-playing or participation in a recreational chat room.
2. use the Internet only with the permission, and supervision, of the responsible teacher
3. not transmit threatening, obscene, degrading, or harassing messages or materials
4. not download, store, or print files or messages that are profane, obscene, or that use language that offends or degrades others (**no** files are to be downloaded without specific teacher approval)
5. not attempt to gain access to restricted or unauthorized network services
6. not knowingly degrade or disrupt Internet services or equipment; this includes, but is not limited to, tampering with computer hardware or software, vandalizing data, and invoking computer viruses. (No software or disks are to be loaded onto the school computers without specific teacher approval)
7. not knowingly violate copyright laws
8. not divulge personal information, or order products or services, over the Internet
9. not post anonymous messages
10. not enter chat rooms unless specifically authorized, and supervised, by a teacher

Rights Of Access And Review

POLICY

Approved: September 1, 2009

All material, including electronic mail, which is electronically stored on a school's computer, is the property of the respective school.

The Principal and the Superintendent and his/her designee retain the right to access, review, edit and delete all user files and any material stored on any system.

Staff shall always be notified of deletions.

Procedure

Approved: September 1, 2009

Each school reserves the right to monitor the use of any school electronic or technological equipment. Users of any school electronic or technological equipment have no expectation of privacy in the use of any school electronic or technology equipment. School computers, e-mail, voicemail, the Internet, etc., may be monitored for appropriate use, and anyone found using such equipment inappropriately may be subject to discipline, including expulsion or termination.

Any employee who installs any password protection must register that password with the appropriate school administrator.

Each school shall ensure that any software installed by it is being used legally, according to that software's license. Any individual who wishes to install a particular piece of software on a school computer may do so only with permission of the school Principal, and must represent that the installation is in conformance with any software license and appropriate use, and shall not harm the school's computer system. The appropriate school official may remove unauthorized software.

Use Of Electronic Communication

POLICY

Approved: September 1, 2009

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school, or is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.

The policy applies to communications or depictions through e-mails, blogs, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature, (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

Internet Engagement

POLICY

Approved: September 1, 2009

Revised: May 24, 2012

Engagement in social networking, online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

Use Of Technological Devices

POLICY

Approved: September 1, 2009

Revised: May 19, 2011

Use of any technology-oriented device in schools must have an educational focus and purpose.

The use of electronic communication devices during normal school hours is prohibited.

Teachers reserve the right to allow communication devices (e.g. cell phones, laptops, iPods, personal digital assistants (PDAs) during instructional time for specific instructional purposes. If a particular electronic communication device is to be used for educational purposes, the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment.

Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to (PDAs), calculators, gaming devices, cell phones, and pagers. Access will be determined by the administrator of the school.

The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered and treated as cheating.

Procedure

Approved: September 1, 2009

Revised: May 19, 2011

If a parent needs to contact a student during school time, such communication shall be through the school's office or before or after school hours via electronic communication devices.

Schools assume no liability for technological devices that may be confiscated, lost, or stolen from the classroom, school grounds, or school events.

Other Electronic Devices

Students are not allowed to use personal electronics at school or bring electronic devices to school. iPads and chromebooks provided by the school will be the only devices used by students during the school day.

CELL PHONES / SMART PHONES/SMART WATCHES

The following is consistent with Section 5.509 of the Archdiocesan *Handbook of Policies and procedures for Catholic Schools*:

While cell phones may be brought to school, **THEY NEED TO BE TURNED OFF AND IN THE STUDENT BACKPACK DURING SCHOOL HOURS** . Students can not carry and are not permitted to use cell phones during school hours.

Smart Watches are not allowed in school.

Any student who violates this policy will have the phone confiscated. In such a case it will be held in

the office until a parent comes to retrieve it.

As with any personal property, **THE SCHOOL IS NOT RESPONSIBLE FOR CELL PHONES BROUGHT INTO SCHOOL.**

If a parent or Guardian needs to be in contact with a student during school hours, this must be through the School Office, and not by cell phone.

TOYS AND TOY WEAPONS

Students should not bring toys from home to school except in those cases when they are invited to do so by a teacher. In all cases, students are never to bring any toy which represents an article of violence including, but not limited to, toy guns, knives, swords, laser pointers, etc.

PARENT/STUDENT PERSONAL MESSAGES

Telephone calls requesting messages to be given to students are prohibited except in emergencies. Arrangements, appointments, etc., should be resolved before the student leaves for school. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY MESSAGE BEING LEFT FOR A STUDENT.**

INVITATIONS

It will be the policy of the school **NOT** to have personal party invitations distributed to students in school, unless all members of a given class are included. Although it is everyone's right to invite who they wish, invitations distributed in school to some, but not to all students in a given class, causes social and emotional embarrassment for everyone. We ask you to handle this outside of the school.

BIRTHDAYS AND OTHER CELEBRATIONS DURING SCHOOL TIME

Celebrations will take place within the classroom and the teacher will send home communications on how birthdays will be celebrated. Any Covid protocols that are in place will be followed.

TEACHERS CONFERENCES

Official, scheduled, Parent – Teacher Conferences are arranged in the Fall and Spring. Outside of this, should a parent need to speak to a teacher in person, an appointment should be made. To do this, please write a note, call the office and leave a message, or email the teacher. Parents should never interrupt a teacher during class or ask to see him/her immediately before or after school.

Parents are also encouraged to simply call or email for a telephone conference with a teacher which can be just as effective as a personal conference, and be arranged in less time. When arriving to

meet with a teacher, a parent should first report to the office to sign in, even if an appointment has been made.

Parents can also utilize the staff email addresses which can be found on the school's website. However, due to the very busy teaching schedule being followed by all our teachers, one can not expect that an email will be read as soon as it is sent. Teachers may also need to look into or research a question before answering. Therefore, we ask that all be patient and allow for at least 24 hours for a reply (if an emergency, please call or email the Office). Email can be a good communication device, but it is not perfect.

RESOURCE TEACHERS

The school employs a part time teacher who works under the Assistant Principal who is also the Director of Instructional support for the purpose of helping classroom teachers develop strategies to gather educational and functional information to screen and/or help a student who is experiencing some type of difficulty. This teacher may also work with individuals, or small groups, should a particular strategy be determined.

The Resource Teachers will also work with the Special Education Teacher assigned to the school by the Milford Public School System to help assist and focus on specific goals mandated by an IEP or Service Plan. Individual needs, as well as any extra service that the public schools may not be able to provide will be accommodated to further help the student's progress.

Also, since state law requires that strategies have been employed before a student can be considered for individual testing, the Resource Teachers will collaborate with the classroom teacher to be sure this process was carried out in an efficient manner, one which will be beneficial to the student in terms of goals, supports, and services.

Parental input and involvement is welcomed and encouraged at all times. It is imperative that the lines of communication remain open to better meet the needs of each student. However, parental permission is not required for a classroom teacher to discuss a student with the school's Learning Resource Teacher, nor for the Learning Resource Teacher to assist, or work with any student.

SPECIAL EDUCATION / SPEECH THERAPY

A Special Educator is provided by the Milford Public Schools for students with Individualized Education Plans enrolled in our school. He/she works only with those students identified by the Milford Public Schools as requiring specialized services through the Planning and Placement Meeting process. This teacher will also work with our school's Learning Resource Teacher and will consult with classroom teachers when needed.

A Speech Therapist is provided by the Milford Public Schools for those identified by the Public Schools as requiring this service. Identification is completed through individualized testing conducted by the Speech Pathologist and/or other Public School Personnel.

Individualized testing by the Public Schools is conducted ONLY AFTER:

- strategies have been employed in the classroom
- screenings have indicated the likelihood of a disability or other educational problem not remedied by regular classroom intervention
- parents have granted written authorization after a full explanation of the testing.

Ongoing Resource services, Speech Therapy and other individualized programs provided by the Milford Public Schools are provided ONLY after parents have been given a full explanation and have granted written permission.

As per State Law, there will be an annual review done for any child receiving any of these services. Please contact the Principal, the school's Learning Resource Teacher, or the specialists assigned to our school or their supervisors (Pupil Personnel Office of Milford Public Schools) if you have any questions or concerns.

SUSPICION OF CHILD ABUSE OR NEGLECT

The following is based on Section 5-605 of the Archdiocesan Handbook:

St. Mary School considers the abuse/neglect of children, in any form, to be contrary to our mission and against the laws of the State of Connecticut. Legally and morally, all staff members of the school are REQUIRED to report any suspicion of abuse or neglect to the Department of Children and Families (DCF). In fact, any teacher, nurse or administrator who does not report such suspicions is in violation of state law and is subject to criminal punishment.

When it is determined that such suspicion exists, the school CANNOT investigate. Rather, a referral from the school must be made to DCF. It is the responsibility of DCF to notify the parent/guardian and to investigate the case. St. Mary School will cooperate fully with DCF. However, the school and its personnel do not make any judgment of any parent or other adult in any such case.

All such cases will remain TOTALLY CONFIDENTIAL between DCF, other authorities involved, the principal, and only those staff members directly involved.

SUBSTANCE ABUSE

POLICY

Approved: September 1, 2009

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

A “prohibited substance” is defined as:

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

Students who violate this policy shall be subject to disciplinary action, including expulsion.

PROCEDURE

Approved: September 1, 2009

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

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

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

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

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

ALCOHOL, DRUGS & TOBACCO

The state of Connecticut prohibits alcohol possession, distribution or consumption by those under the age of 21. Federal, state and local laws prohibit the possession, manufacture, distribution, and sale of illegal or harmful drugs and drug paraphernalia.

Use or possession of tobacco products, alcohol, illegal drugs, alcohol or drug paraphernalia, or misuse of prescription drugs and/or inhalants on school grounds is prohibited. In addition, students found to be under the influence of alcohol, drugs or inhalants or a substance which is represented as such on or off school grounds will be addressed per St. Mary School and Archdiocesan policy and protocol. This policy applies to all school-sponsored activities, regardless of location.

Any student disregarding this policy will be subject to disciplinary action which may include suspension and/or expulsion. The proximity of graduation will not exempt a student from this policy. Parents of students found responsible for violating this policy will be notified immediately. If necessary, other officials also will be notified in compliance with the law.

Cubbies and desks are the property of Saint Mary School; therefore, they are subject to search if deemed necessary by the principal. The school reserves the right to search students' backpacks and personal belongings when on school grounds and/or during school-sponsored activities.

LUNCH PROGRAM

The Hot Lunch Program is run by Erin Carmondy and CC Food Services Inc.

Details of this program, and how your child participates, are announced during the first week of school and will be posted on the school's website. Be on the lookout for any information regarding the lunch program.

There will not be lunch served or a lunch period scheduled on early dismissal days.

MILK PROGRAM

Milk is available for lunch. Parents have the option of purchasing white or chocolate milk for their children. The cost for each half of the year will be announced and is usually due early in September and again early in January. We are able to offer milk at a low price due to a federal subsidy program. We are also able to offer free milk to low income families who qualify as per government guidelines. Information about the free milk program will be sent home as the year begins.

PHYSICAL EDUCATION

Physical education is a required part of the curriculum. No child will be excused except for legitimate medical reasons. Such an excuse requires a signed note from the parent.

INTERSCHOLASTIC SPORTS

Consistent with the policies of the Archdiocese of Hartford (Section 4-126 of the Archdiocesan Handbook), the sports program at St. Mary School is an extension of its Mission and an outgrowth of its Philosophy. It is run by the school's **Athletic Director** who is responsible to the principal.

Sports in our school augments what we teach, encourages teamwork and promotes mutual Christian respect for teammates as well as opponents. At the same time, it encourages the development of self-discipline, a prerequisite of anyone's involvement in any team situation, inside or outside of sports. Sports gives students another outlet in which to shine and helps build school spirit. Lastly, it teaches and develops the physical and mental skills one needs for a particular sport.

All students participating in the sports program, which includes cheerleading, will be required to maintain passing grades and maintain appropriate behavior in and out of school.

THE PRINCIPAL HAS THE AUTHORITY TO SUSPEND OR REMOVE FROM THE SCHOOL TEAM, ANY STUDENT WHOSE GRADES, ATTITUDE, OR CONDUCT MERIT SUCH ACTION.

- Parents and coaches will be notified.
- A child removed from a team, temporarily or permanently, will not be allowed to attend practices or participate in team activities.
- It is the responsibility of the coach to comply with the decision of the principal and to enforce any suspension or removal of a student from his/her team.

Any complaints or concerns about the coaching staff should be directed to the **Athletic Director**. If merited after investigation, the **Athletic Director** will present these complaints to the Principal.

All parents of students will be assessed a sports participation fee for each sport played during the school year. The fee is designed to help defray costs.

All coaches will be required to have a Criminal Background Check done through the Archdiocese and to participate in the "Protecting God's Children" (Virtus) program. There may also be other workshops, inservices or courses required by the Archdiocese or school. Coaches must also fulfill any other requirements determined by the Archdiocese or school.

Sponsors for St. Mary School Teams are welcomed. However, names of sponsors will not be printed on the uniforms.

Parents are responsible to keep the uniforms neat, clean, and in good condition. All uniforms must be returned when requested. Athletes are responsible to return all uniforms immediately at the conclusion of the season, package appropriately with name, grade and room number noted, and return to school as directed by the Sports Coordinator or other person designated for this purpose. It will be the responsibility of the parents to pay the full replacement cost for any uniform damaged

beyond repair or not returned.

SHOULD A STUDENT BE ABSENT, OR BE DISMISSED EARLY, ON A GIVEN DAY, HE/SHE WILL NOT BE PERMITTED TO ATTEND ANY GAME AND/OR PRACTICE THAT SAME AFTERNOON OR EVENING.

The School Nurse has the authority to prohibit a student from participating in any game and/or practice for health reasons.

Students have the right to try out and be fairly evaluated. Students do not have the right to play on a team or have a part in a play. Students have the right to attend school-everything else is a privilege. The coach/AD makes the decision if the student/athlete can play in a game, not the doctor's note. Doctor's note can attest if the student is healthy to play, but it is the coach's decision whether or not to play him/her.

ST. MARY SCHOOL RAY FITZPATRICK BASKETBALL TOURNAMENT

This annual event takes place in late February/early March. Besides being a major fundraiser, it is also an exciting and wonderful spirit lifter for our school. **ALL PARENTS OF STUDENTS WHO PARTICIPATE IN THE SPORTS PROGRAM WILL BE EXPECTED TO GIVE SOME TIME TO THIS EVENT.** All families of the school are encouraged to volunteer their time as well.

INSTRUMENTAL MUSIC PROGRAM

This program, administered throughout the Archdiocese of Hartford by ***FUTURE MUSICIANS, INC.***, allows students in grades 4-8 the opportunity to receive a group lesson once per week in any of the brass, woodwind or percussion instruments. The scheduling of these lessons is rotated each week so a student never misses the same class more than one time per month.

Students who register become part of either the BEGINNING BAND (which practices once per week during school hours) or ADVANCED BAND (which practices once per week after school). Besides our school bands, the bands of local Catholic schools are often combined and more advanced students are afforded the opportunity to perform with regional and statewide "All Star" bands.

The fee and registration for this program is administered through FMI. Interested parents will be invited to a special informational evening meeting early in the year.

FIELD TRIPS

The following is consistent with the policies of the Archdiocese of Hartford (Section 4-125 of the Archdiocesan Handbook):

From time to time, a particular teacher or a group of teachers may decide to take a class or a group of classes off school property on a "field trip." In most cases such trips are educational in nature and provide the students with an experience they ordinarily do not receive in the classroom. However, such trips can also be meant for enjoyment or to combine an educational experience with enjoyment. Attendance on field trips is a privilege. The school is not required to allow all students to attend. All trips require the approval of the Principal.

Except in the case of a medical or other legitimate excuse, all students are expected to go on an official field trip because such outings are considered to be part of the total school program. If a child does not attend, he/she may still be required to attend school that day and complete an appropriate assignment.

Parents will receive written notice of such trips containing all necessary information including cost. For a child to go on a trip, an official permission slip must be signed and submitted by the parent/guardian and returned to the classroom teacher promptly by the due date specified. By granting written permission, the parent releases the teacher, other school personnel, the school and parish, and the Archdiocese from any and all liability. The permission slip used is that which has been prescribed by the Office of Catholic Schools of the Archdiocese of Hartford. No other form is permitted.

A student should never miss a trip for financial reasons. If this is a problem at any time, the parent can call the Principal and arrangements will be made. All discussions and arrangements will be kept confidential.

Teachers, with the approval of the Principal, may deny a student the privilege of a field trip if it is felt that the child may be a disruption or when it is felt that a child does not deserve the privilege of attending. In such cases, this will be discussed with the parent. Teachers may, short of denying a trip to a student, require that he/she be accompanied by a parent. The School Nurse and the school have the authority to decide that a given child cannot go on a specific field trip if it is felt that the trip poses a risk to the child's health and welfare.

Chaperones

The teacher, with approval of the principal, has final authority regarding which and how many parents officially chaperon a given trip. Unless invited to do so, **a parent not designated as a chaperone should NOT attend a field trip.**

A parent or anyone else who is assigned to be **an official chaperone should not bring along other children** -- the chaperone's responsibility must be only those children assigned to him/her.

Chaperones must ride with the students on the bus except if special arrangements are made ahead of time and approved by the principal. **Chaperones must be present for the entire trip,**

except if arrangements are made ahead of time and approved by the principal. All rules and policies of the School, including discipline, apply to all field trips.

EXTRA CURRICULAR PROGRAMS

Extra-curricular activities occur when a member of the staff, an outside person or agency, or a volunteer makes arrangements to do so with the administration. Such activities have included such things as: Drama, Broadway Stars, Irish Dance, Scouting, Chess, Arts & Crafts & Intramural sports.

These and other such activities are dependent upon volunteers, paid staff and/or outside contracted individuals or organizations to coordinate and run them. Anyone interested in organizing an extra-curricular activity should approach the administration. As with sports and other school activities and events, **SHOULD A STUDENT BE ABSENT, OR BE DISMISSED EARLY, ON A GIVEN DAY, HE/SHE WILL NOT BE PERMITTED TO ATTEND ANY SCHOOL ACTIVITY OR EVENT THAT SAME AFTERNOON OR EVENING.**

AFTER SCHOOL PROGRAM / EXTENDED DAY

Description of Program

This is an after school care program offered to all students. It is held every school day, beginning the second week of school, from dismissal to 5:30 pm. This includes half-days except if specified otherwise in the calendar. The program is supervised by qualified adults. The cost and other detailed information is available on the school website and is sent home at the beginning of the school year. In order to take advantage of this service, all policies must be followed. Failure to keep current with payments owed will result in loss of this service.

All students in aftercare are provided a snack and break after dismissal, then taken to separate locations according to grade level. Students register the same as with the After School program. As part of the After School Program, students are provided separate, supervised, locations. The Pre K-3 students have supervised activities and play time.

Students in grades 4-8 have-time for homework completion and study with a teacher and student tutors available for assistance. After homework is completed, students can have leisure time for reading or outdoor play if possible.

No use of cellphones or smart watches is allowed in aftercare.

Computer use for students in grades 4-8 will be available through the teacher and only when necessary for course work.

PUBLICITY & MARKETING

Good publicity is an essential component to our school. The school has a part time **Administrative Assistant to the Principal for Marketing and Enrollment Management** who will oversee this along with volunteers. Anyone wishing to submit positive news, photos or other information regarding students, alumni, staff or parents may contact the Office or the Director. publicity for any event is handled only by this person with the permission of the Principal.

An important part of marketing is our school website www.saintmaryschoolmilford.org.

In addition, one can find us through social media at:

- **Facebook** @ SaintMarySchoolMilfordCt
- **Twitter** @ StMarySchoolMFD, and
- **Instagram** @saintmaryschoolmilford

Besides being a resource to parents, the website and social media serves as a way to market the school. Should you have any ideas or suggestions on how to make the website more beneficial and/or user friendly, do not be afraid to communicate that with the school by emailing us at info@smsmilford.com.

At the time of registration, a **CONSENT AND RELEASE FORM** was sent home with each student. This needs to be returned either granting permission or denying permission to the school to use a picture or likeness of your child in a publicity endeavor. Without such permission we can not use any picture to promote our school which includes your child. The information on the **CONSENT AND RELEASE FORM** will include information that will explain how we would use, and not use, your child's picture, likeness and/or name. Please be sure it is completed and returned.

VOLUNTEERS

Volunteers will be allowed to participate in school activities only after approval by the administration.

As per archdiocesan policy (Section 1-215 of the Archdiocesan Handbook), for the protection of all children, as with employees, all regular volunteers will be required to complete an authorization allowing the Archdiocese of Hartford to conduct a Background Check on them. They are also required to take any workshops, complete any forms, and/or sign any release which may be required by the Archdiocese of Hartford or by State or Local law.

PROBLEM RESOLUTION

Should a parent have a question or problem with a teacher or other member of the staff, he/she must first discuss it with that person. In most cases, problems are usually solved to everyone's satisfaction at this level.

If a parent feels that a situation is not or cannot be resolved at that level, he/she may bring it to the attention of the Principal who will investigate and work to solve it in the best interest of the child (children) and school. A parent, however, **SHOULD NOT BRING A PROBLEM TO THE PRINCIPAL UNTIL HE/SHE HAS DISCUSSED IT WITH THE TEACHER OR OTHER STAFF PERSON INVOLVED.**

All need to realize that the administration will, as is our moral and legal obligation, and as it consistently has in the past, strive to be sure there is a fair outcome to any and all issues.

All parties must remember that the degree to which the administration can discuss any issue with anyone is limited due to legal and moral commitments to protect the confidentiality of students, parents, and the personnel of the school. This means there will always be those things that we can not fully discuss, especially if the concern is not regarding your child.

We all need to keep in mind that "a fair outcome" may not necessarily be what any particular party interprets as fair.

RESPONSIBILITY OF THE PARENT/GUARDIAN

Since parents/guardians are bound by a sacred obligation to educate their child and, therefore, must recognize that they are the primary and principal educators.

Regardless of the type of family structure, parents/guardians are the ones who must create a family atmosphere dominated by love of God and others, an atmosphere in which a well-rounded personal, social and spiritual education is fostered. Hence, the family is the first and primary school for every child.

Our school is only an extension of the education that began the day a child was born. Long before he/she enters our doors, the child has learned all of his/her basic personality traits and habits from his/her parents. So, once in St. Mary's School, the child does not begin his education - he/she is merely continuing it and continues to need the help and support of his parents/guardians.

Respect For Teachers And Staff

Parents are held to the same standard as students with regard to respect for teachers. Enrollment of the child in the school implies a partnership between the school and the parents/child. If the partnership breaks down, parents can be required to withdraw the child from school.

YOUR ATTITUDE TOWARDS THE SCHOOL AND THE TEACHERS IS MOST IMPORTANT BECAUSE IT WILL BE REFLECTED IN THE ATTITUDE OF YOUR CHILD.

Parents/guardians are required to maintain a UNITED AUTHORITY between themselves and the school. It is up to the parent to preserve the union of authority which makes the teacher in the classroom an extension of parental authority.

Parents and caregivers are reminded that criticism, complaints, gossip, words spoken in anger or even jest, are absorbed by the children and affect their attitude towards the school and the faculty and staff. This includes unspoken feelings which children very easily pick up.

Precious Blood PARISH SCHOOL BOARD

The Parish School Board is a structure that provides for the sharing of responsibility for the educational mission of the Church, in particular, the Catholic educational mission of St. Mary's Parish.

Consistent with Section 1-209 of the Archdiocesan Handbook, The Board is consultative in nature and, as per archdiocesan policy, advisory to the Pastor and Principal. It follows a Committee Driven format. It works with the administration to oversee the financial and business management of the school, to evaluate its short and long term needs, and to develop the strategic plans necessary to ensure the continued excellence of the school. Although it is the administration which, along with the staff, formulates the rules and procedures of running the school, it is the board which advises and assists in the development of the policies which serve as guides to those rules and procedures.

Members and officers of the Board are appointed from members of the Parish and/or parents of the school, as per Archdiocesan policy. Among the important work of the Parish School Board includes the work of the following committees.

As a committee driven board, these committees include membership from outside the board itself.

Non-members (including parents, parishioners, staff and others) are able and encouraged to be part of any of the committees of the board:

Budget/Finance

This committee works with the Pastor and Principal under the direction and policies and procedures of the Finance Director of the Office of Catholic Schools of the Archdiocese of Hartford. It formulates an annual budget, analyzes monthly income and expense reports, makes recommendations to the administration, and reports such information to the Board. This committee also assists the administration in the collection of unpaid tuition and/or other monies owed to the school.

Advancement and Marketing

This committee, which runs under the school's Director of Marketing and Enrollment management, organizes and oversees such things as alumni relations, the Annual Fund, special gifts, and endowments. Such programs are run in conjunction with the Archdiocesan plan for Advancement for Catholic Elementary Schools. Many volunteers are needed for the many projects of this committee and all are welcome to help. This committee also oversees the marketing and recruitment endeavors of the school. It should be noted, however, that all parents are in the position of marketing and recruitment.

Strategic Planning

Following the Archdiocesan plan for long and short term strategic planning in the Catholic Elementary Schools, this committee researches where we have been, where we are, and where we, as a parish and school community, want to be in the short and long term future. Many of the improvements completed or in the process of being completed are a result of the work of this very busy committee.

Plant And Facilities

This committee aids in the planning and maintaining of the overall school plant and facilities and coordinates long and short term maintenance and repair with the Parish.

The full Board meets every other month on a schedule it establishes for itself (the various committees meet during those months when there is not a full board meeting). Meetings are listed on the monthly Calendar Updates and are usually on Wednesday evenings in the Meeting Room in the Rectory Basement. Parents of St. Mary School and parishioners of St. Mary Parish are welcome and encouraged to attend except when the board goes into executive session. Those wishing to speak, according to the by-laws of the Parish School Board and the policies of the Archdiocese of Hartford, need to contact the Chairperson IN ADVANCE of the meeting, and follow the procedures outlined by the by-laws and/or determined by the Chair of the Board.

Our Parish School Board, as is any board of any Parish School in the Archdiocese, is consultative. As per Archdiocesan policy it does not and cannot become involved with any issue dealing with students or personnel. The staff is accountable to the principal who in turn is accountable to the Pastor who has final authority in all school related issues. As a Parish Catholic School, the administration is also accountable to the Office of Catholic Schools and the Archdiocese of Hartford.

PARISH SCHOOL BOARD MEMBERS (as per August, 2021)

Deacon John Hoffman(Chairperson)
Angela Bassano (Secretary)
Margaret Hrabchak
Luke Holder
Kevin Kosek
Diane Piechota
Susan Beliveau.
Christopher Wolfe

Members, as well as Officers, are appointed by the Pastor. No more than 9 may be on the board and no more than 3 may be parents. Staff members and immediate family members of staff members may not serve as voting members on the board. However, all members of the school and parish community, including staff, alumni, grandparents, etc., may serve on any of its committees.

HOME AND SCHOOL ASSOCIATION (HSA)

Consistent with Section 1-210 of the Archdiocesan Handbook, the **St. Mary Home and School Association** (HSA) works to fulfill the mission statement of our school. The HSA brings St. Mary's families together through many annual events and fundraising activities. As parental involvement is a hallmark of a successful school community, it is important that all parents become involved in these events and activities throughout the year.

Although most of the functions of the HSA are designed for fundraising, an important and necessary part of the school, the HSA also coordinates or assists the school in many other important activities including sports, hot lunch, playground maintenance, library volunteers, and school publicity.

The HSA Executive Board is comprised of the Executive Committee (listed below along with a short description of their responsibilities) which, consistent with school and archdiocesan policy and under the authority of the Principal and Pastor, determines rules and guidelines for HSA events, appoints chair people and makes all final decisions necessary . The Executive Committee meets monthly, usually on the 2nd Monday of each month, at 7:00 pm. Depending on the time of the year, chair

people and others involved in HSA activities are strongly encouraged to attend. **ALL PARENTS ARE ALWAYS WELCOME TO ATTEND THESE MEETINGS.**

HOME AND SCHOOL ASSOCIATION OFFICERS (2021-2022)

Co-Chairs of the HSA Executive Board-Anthony Musacchio and Rob Edgerton

This position is responsible for supporting and managing the HSA Executive Board, running school-wide parent meetings, overseeing volunteer-driven programs and acting as a liaison between the HSA and SMS School Board, SMS Director of Marketing and Enrollment Management and Precious Blood Parish.

Co-Coordiators of Fundraising-Kathleen Moran and Diane Moulton

This position is responsible for supporting and managing the chairs for each of the HSA fundraisers, assisting individual fundraiser chairs with obtaining volunteer and school support for fundraisers, recruiting event chairs and communicating with parents regarding upcoming events.

Co-Coordiators of Assessments-Alyson Durand and Holly Gill

This position is responsible for tracking and monitoring family assessment and fund raising obligations through their fundraising and volunteer activities.

Treasurer-Dina Alogna

This position is responsible for managing the HSA budget and all associated accounting as per School, Parish and Archdiocesan fiscal policy, assisting individual chairs with deposits and expense reimbursement, and tracking year-to-year fundraising performance of the HSA.

Secretary-Diane Moulton

This position is responsible for HSA Board meeting agendas and minutes, HSA calendar of events and managing school-wide HSA communications.

In addition to the HSA Executive Board monthly meetings, there are general meetings for all our parents; usually in September and May. These meetings provide current updates as to our financial progress and present parents with current information as to events and fundraisers that we are working towards.

It is **mandatory** for at least one parent from each family to attend such general meetings. Additional meetings may be planned as needed. These meetings are the perfect forum to attain information about progress throughout the year and to share in school spirit and the HSA's commitment to our children.

In an effort to enhance communication and increase effectiveness, flyers and emails will be sent home for various events and activities. Parents should also check the school website for current information and reminders as well.

HSA FUNDRAISING AND VOLUNTEER REQUIREMENTS

Volunteering & Fundraising Obligation

Family Assessment: In order to keep tuition reasonable, each SMS family is required to both volunteer and fundraise. The assessment program explained below will take effect for the 2021-2022 school year. The requirements are similar to the previous program, it will be changing from a points based system to a system that will track hours volunteered and dollars earned. This is meant to make it easier for families to understand and track. Each family will be required to volunteer a minimum of 25 hours and generate \$600 in fundraising each academic year (per family, not per student). The most efficient way of reaching the assessment goal is to follow the preferred 25 hours/ \$600 fundraising. Options listed below explain various other ways of reaching the assessment requirements, however, those options may require either more hours or more fundraising to reach the goal (vs. the recommended 25hrs/\$600).

Fulfilling Your Family Assessment:

Volunteer Hours: Volunteer hours can be earned through a variety of activities at the school. For example, you can earn hours by volunteering to work at any of the SMS HSA sponsored events like the Christmas Tree Sale, the Carnival, etc. There will be many announcements throughout the year seeking volunteers for various events. If you are a room parent or chairperson of an event, your hours are automatically met. **Note: Family friends and relatives may also volunteer, earning hours for your family.**

Fundraising Dollars: The fundraising obligation can be fulfilled through a variety of fundraisers offered throughout the year. You will earn credit towards your assessment goal based on how much you sell for each event. The amount earned towards assessment may vary by event, so please be sure to check with the chair of each event for clarification of what will be applied towards your fundraising goal. For example, if you sell \$150 in pies for the pie fundraiser, a \$150 credit will go towards your \$600 goal, however only 5% of grocery card sales will go towards assessment. Check for details with each event chair.

Other Options for Fulfilling Your Family Assessment:

- **Families willing to volunteer many hours, but prefer not to raise funds:**
After volunteering 25 hours, any additional volunteer hours will accumulate at a rate of \$10 per hour and may be applied to your fundraising obligation for that year.

- **Families with little time to volunteer, but prefer to fundraise:** After you achieve the \$600 credit through any fundraising activity, additional funds may be applied, at the rate of \$10 per hour towards your 25 hour volunteer obligation for that year.
- **Families that do not wish to volunteer or fundraise have the option of paying \$600 upfront to the HSA, fulfilling their obligation for the year.**

If You Do Not Fulfill Your Family Assessment? Families that do not fulfill their Assessment will be charged \$10 for each volunteer hour and \$1 for any portion of the fundraising obligation owed. For example, during the school year, if your family accrued 20 volunteer hours and earned \$400 in fundraising credits, your family is short \$250 to fulfill your assessment obligation. As a result, your family will be charged the balance of \$250. Unpaid balances may incur interest charges.

***Assessment obligations may be subject to change from year to year based on fundraising profits.**

***Families must be up to date on tuition payments and assessment obligations to hold any chair or co-chair positions or to be considered for a room parent position.**

Room Parent Coordinator/Ambassador

There will be two room parents for each grade level for Pre K through grade 8. The responsibility of the room parents is to work with the teacher and parents in organizing activities. Grades K-8 organize fundraising through a raffle. Each class is given a month for a raffle. The date is noted in the calendar. A few parents are in school to coordinate and run the raffle. Ticket orders are completed at home and brought to school. Middle School grades also organize one of the middle school dances per class. There are three dances, Fall, Winter, and Spring. These are organized by the room parents. All room parents function as ambassadors to the school and assist with questions and encouragement when a family is interested in a specific grade.

ACCEPTABLE USE POLICY OF ST. MARY SCHOOL AND ARCHDIOCESE OF HARTFORD:

The following is consistent with Sections 4.200-205 and 5.510 of the Archdiocesan Handbook of Policies and procedures for Catholic Schools:

As explained in the section dealing with technology, all students and Parents/Guardians are expected to adhere to and support these policies. Signing that you have seen and read the Handbook will also be construed to mean you have seen and read this Acceptable Use Policy.

Each student who utilizes the school's computer system, electronic information resources, wireless

network, hand held devices and other technology or electronic devices will be instructed in the proper use of the network. All parents must support these policies and assist the school in their enforcement.

The use of the school's technological infrastructure, network and electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that network or resource.

Students and parents must agree to follow these rules in order to use the computers and handheld devices, computer network, wifi and electronic information resources of St. Mary School:

1. Students will not use the technological resources for non-academic purposes. This includes not using the school's internet connections, wireless, hardware and/or software for personal and/or private reasons (this includes the use of personal social email and/or other similar personal internet or cellular accounts).
2. Students will not waste or take supplies such as paper, printer cartridges, etc. that are provided by the school. Students will keep computer work areas clean and will not eat or drink in the computer lab or near any hardware.
3. Students will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. Students understand that they will not be allowed to bring software applications, games, apps, etc., from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
4. Students will not copy, change, read, or use files from another user without prior permission from that user. Students will not attempt to gain unauthorized access to the school's system programs for personal technological equipment unless with expressed permission.
5. Students will not do anything that may disrupt or damage the school's technological infrastructure, computers, hand held devices, or electronic resources. Students will not bring in or allow access to materials or websites that may contain viruses.
6. Students will not use the school's network and electronic resources to disturb or harass other technology users or use inappropriate language in communications. Students will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's network, computers, hand held devices and electronic resources. Students will not harass or bully other individuals. Students will not use the school's network to spread falsehoods or defamatory statements.
7. Students will promptly disclose to my teacher or other school official any messages received or viewed which are seen as inappropriate or which make one feel uncomfortable.
8. Students will not agree to meet anyone that they have met online without parental permission.
9. Students will not use the school's network or electronic resources to engage in any illegal act.

10. Students will honor the school's procedures for the storage of information. Students realize that after prior notice has been given files may be deleted from the network to protect the integrity of the network or because of space limitations.
11. Students will not use bulletin boards, chat rooms, or social networks for personal use when using the School's technological infrastructure, computers or hand held devices.
12. Students will not reveal personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. The use of the school's technological infrastructure, computers, hand held devices and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
13. Students understand that there is no expectation of privacy in the use of school's network or hardware. Students understand that school officials may search and examine student use of school computers, hand held devices, personal devices being used on the school's network, internet and wireless at any time, and without notice.
14. Parents must realize that due to modern technology and despite all appropriate efforts of the school, children may encounter material the school does not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive and for informing a teacher or other responsible adult should this occur.
15. The use of the school's computer and network is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of settings on the school's network, computers or hand held devices will result in cancellation of privileges and/or school disciplinary action.

The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Use Agreement for Electronic Resources
(Grades PreK-2)

Each student who utilizes the school's computer network system and other school mobile/electronic devices will be instructed in the proper use of the network, and the student and his/her parent or guardian must read and sign this use agreement before the student will be allowed to use the school's computer network system and electronic information resources.

The use of the school's computer network system and electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's computer network or computing resources must comply with the appropriate rules for that network or resource.

Students are expected to follow all the following rules in all work involving the school's computers/mobile devices while attending _____.

Students will:

1. Not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and cloud storage that are provided by the school. I will keep my computer/mobile device clean and will not eat or drink when using any computer/mobile device.
2. Not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to use software applications, or games from external sources on school computer/mobile devices without proof of licensure and prior approval of appropriate school personnel.
3. Not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to the school's computer network system.
4. Not do anything that may disrupt or damage the school's computer network system or electronic resources. I will not allow access to materials or websites that I believe may contain viruses.
5. Not use the school's computer network systems and electronic resources to disturb or harass other computer users or use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's computer network systems and electronic resources. I will not harass or bully other individuals. I will not use the school's systems to spread falsehoods or defamatory statements.
6. Promptly disclose to my teacher or other school official any messages I receive or view that I feel are inappropriate or that make me feel uncomfortable.
7. Not agree to meet anyone that I have met online without my parents' permission.
8. Not use the school's computer network system or electronic resources to engage in any illegal act.
9. Honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the school's computer network.
10. Not use chat rooms, or social networks for personal use when using _____ computer network.
11. Not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers/mobile devices and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

12. Understand that I have no expectation of privacy in my use of school computer/mobile devices. I understand that school officials may search and examine my use of school computers/mobile devices at any time, and without notice.

Parents must realize that their child may encounter material on a network that they do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

The use of the computer/mobile devices is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as email and the Internet. I have read and agree to the rules and code of ethics. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless _____ and employees of the school system for any unauthorized or improper access to or misuse of the computer services networks that my child may commit. I understand that once signed this agreement is legally binding on me.

I further acknowledge that my child may be exposed to unauthorized or improper material while using the computer services network due to the actions of another student or unauthorized user. I acknowledge that while reasonable precautions will be taken to supervise student use of the computer services network, St Mary School cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school in violation of school policies/procedures and rules.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name: _____

Street Address: _____

Home Telephone: _____

Work Telephone: _____

Complete and return to your child's school.

Use Agreement for Electronic Resources
(Grades 3-12)

Each student who utilizes the school's computer network system and other school mobile/electronic devices will be instructed in the proper use of the network, and the student and his/her parent or guardian must read and sign this use agreement before the student will be allowed to use the school's computer network system and electronic information resources.

The use of the school's computer network system and electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's computer network or computing resources must comply with the appropriate rules for that network or resource.

Students are expected to follow all the following rules in all work involving the school's computers/mobile devices while attending _____.

Students will:

1. Not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and cloud storage that are provided by the school. I will keep my computer/mobile device clean and will not eat or drink when using any computer/mobile device.
2. Not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to use software applications, or games from external sources on school computer/mobile devices without proof of licensure and prior approval of appropriate school personnel.
3. Not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to the school's computer network system.
4. Not do anything that may disrupt or damage the school's computer network system or electronic resources. I will not allow access to materials or websites that I believe may contain viruses.
5. Not use the school's computer network systems and electronic resources to disturb or harass other computer users or use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's computer network systems and electronic resources. I will not harass or bully other individuals. I will not use the school's systems to spread falsehoods or defamatory statements.
6. Promptly disclose to my teacher or other school official any messages I receive or view that I feel are inappropriate or that make me feel uncomfortable.
7. Not agree to meet anyone that I have met online without my parents' permission.
8. Not use the school's computer network system or electronic resources to engage in any illegal act.
9. Honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the school's computer network.
10. Not use chat rooms, or social networks for personal use when using _____ computer network.
11. Not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers/mobile devices and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

12. **Understand that I have no expectation of privacy in my use of school computer/mobile devices.** I understand that school officials may search and examine my use of school computers/mobile devices at any time, and without notice.

Student Signature: _____ Grade: _____

Date: _____

Parents must realize that their child may encounter material on a network that they do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

The use of the computer/mobile devices is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as email and the Internet. I have read and agree to the rules and code of ethics. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless _____ and employees of the school system for any unauthorized or improper access to or misuse of the computer services networks that my child may commit. I understand that once signed this agreement is legally binding on me.

I further acknowledge that my child may be exposed to unauthorized or improper material while using the computer services network due to the actions of another student or unauthorized user. I acknowledge that while reasonable precautions will be taken to supervise student use of the computer services network, St Mary School cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school in violation of school policies/procedures and rules.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name: _____

Street Address: _____

Home Telephone: _____

Work Telephone: _____

Complete and return to your child's school.



DAY FIELD TRIP PERMISSION AND WAIVER

PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER

Participant's Name _____

Parent/Guardian's Name _____

Home Address _____

Home Phone/Business Phone _____

Cell Phone _____

I _____ (parent/guardian name) request that my child _____ be included in the field trip and I grant permission for him/her to participate in the activity identified below that requires transportation to a location away from the school/parish site. A brief description of the activity follows: Type of event:

RISKS:

Special notification of surroundings (i.e. grassy, shrubbery, plants, wet areas such as ponds, lakes, streams, marshes, bridges, tunnels, rough walking paths or terrain/hiking, canoeing, boating, steps, unusual seating, animals, mosquitos, ticks, vegetation or any other unusual circumstances that would affect allergies, rashes, physical conditions, or any other conditions that could affect the health and safety of a student) should be included on the field trip permission form.

Overnight trips are not allowed for elementary or middle schools.

Only individuals with Virtus training and background checks and who are in compliance with the Charter on Safe Environment may chaperone a field trip. Supervision or oversight of students must be assigned by the principal to individuals with Virtus training and background checks.

Chaperones must supervise students at all times. Do not allow groups to go off alone and meet chaperones at a designated time. Students should be given the phone number of the teacher for their cell phone in the event that a student is separated from the group. (*Requires Administrative approval)

For the safety of all students attending a field trip, it is essential that only chaperones who are in compliance with the Charter on Safe Environment (including Virtus Training and Protection of all God's Children) may assume formal chaperone responsibilities. Unauthorized parents will not be allowed to escort students. If parents, not in compliance with the Charter, insist on accompanying a child they must remove the child from the group and assume total responsibility for the care of the child including transportation to and from the child's home.

**** Parent Signature** _____

Date(s) of event _____

Expected Time of Departure _____

Expected Time of Return _____

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

I agree to be responsible for any damages or costs incurred by or on behalf of my child of any nature arising from or in connection with my child attending the event, or in connection with any illness or injury or cost of medical treatment in connection therewith.

I hereby understand that by signing this form I am releasing and discharging **Precious Blood Parish**, the Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford) its/their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liabilities, suits, claims, demands, actions or damages (including attorney’s fees) incurred by me or by my child or are in any way related to or arising out of participation in the above event, including, without limitation, all claims for property damage, personal injuries or wrongful death, including any claims which alleged negligent acts or omissions of or by **Precious Blood Parish** (insert name of Parish Corporation), the Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford), its/their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs.

Should I choose not to sign this form, I recognize that my child will not be able to participate in the above event. If the event takes place on a school day, my child instead will attend school at **Saint Mary School** and will participate in the school program of that day.

** 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, and for the cost and expense of any medical treatment should such become necessary while my child is participating in the field trip.

I hereby give my consent, in the event of injury or illness, for emergency medical treatment, hospitalization or other medical treatment as may be necessary for the welfare of my child by a physician, qualified nurse and/or hospital or other health care facility while my child is participating in the field trip.

Further, I hereby release and discharge **Precious Blood Parish**, the Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford,) its/ their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liability arising out of such medical treatment.

The field trip supervisor should be aware of the following special medical conditions of my child:

_____ (Describe condition with particularity, including any warning signs, medications, or special instructions.)

- ☐ Allergic reactions
- ☐ Asthma
- ☐ Diabetes
- ☐ Medically prescribed diet
- ☐ Medications that may need to be taken on an emergency or routine basis while my child is on site
- ☐ Physical limitations
- ☐ Other conditions

Type of insurance – Please check _____ Blue Cross/CMS _____ ConnectiCare _____ Other

Membership #: _____

Name of child's regular physician: _____

Telephone #: _____

Emergency contact name: _____

Home phone: _____

Business phone: _____

Cell phone: _____

** Signature: _____ Date: _____

FAMILY HANDBOOK ACKNOWLEDGMENT FORM September 2022-2023

Family Name: _____

Student Names & Grades:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

By signing this form, you confirm you have read, understood and agree to the terms
of the Family Handbook (found on Educonnect)

Signature: _____

Please sign and return to the main office



St. Mary PreKindergarten Parent Handbook 2022-2023

Live the message of Jesus

St. Mary School
72 Gulf Street
Milford, CT
203 878-6539

MISSION STATEMENT

It is the mission of St. Mary School of Milford, Connecticut, to provide a nurturing and challenging environment which encourages children from Pre Kindergarten through grade eight to grow in faith and knowledge. The school integrates our faith and Catholic beliefs with a strong academic curriculum. The goal of the school is to prepare its students to become citizens who live the message of Jesus by serving others.

SCHOOL MOTTO

**The school motto of is:
*LIVE THE MESSAGE OF JESUS***

SCHOOL PHILOSOPHY

The purpose of Saint Mary School is to educate the whole child through programs encompassing the development of the students. This will enable students to become contributing members of the school, parish and community.

St Mary School recognizes the individuality of each student and strives to develop a well-rounded Christian personality. This will be reflected in a wholesome attitude and a respect for self and others as exemplified by Jesus in the gospel.

As a staff, we believe that a gospel-rooted educational environment where students experience Christian community service, students will be encouraged to integrate faith and Christian values into their daily lives and thus be provided with a healthy attitude which they will carry with them the rest of their lives.

To that end, we strive to work in cooperation with parents to develop a climate of catholic educational excellence and a curriculum that is relevant to daily life.

The school's Philosophy and Mission, as well as all its policies, rules and regulations, are consistent with those of the Office of Catholic Schools, Archdiocese of Hartford, which governs the elementary schools of the diocese.

St. Mary School has been granted full accreditation by the *New England Association of Schools and Colleges* of which we are a member.

St. Mary School is in full compliance with AHERA of 1986 as well as with all federal and state regulations concerning asbestos. The school's Asbestos Management Plan is kept in the Office and is available for inspection by any parent or employee.

NOTICE OF NON-DISCRIMINATION POLICY

Whereas: The Philosophy and Mission of St. Mary School and the Catholic Schools of the Archdiocese of Hartford are based on Christian principles and the Gospel Message:

It is the policy of St. Mary School of Milford, Connecticut, as well as that of the Archdiocese of Hartford, not to discriminate on the basis of gender, race, color, or national/ethnic origin.

THE NON-CATHOLIC STUDENT

St Mary School values ALL our families, regardless of their religious denomination. We treat all students of the school the same and respect the beliefs of those institutional Religion, that differ from our Roman Catholic faith.

We expect all families, including all non-Catholics, to support our Mission and Philosophy as a Catholic school.

All students, including all non-Catholics, must participate in Religion classes and attend all school religious services and celebrations.

PREKINDERGARTEN SESSIONS

3 Year olds - Monday, Wednesday, Friday Full Day

3 Year olds - Monday-Friday 1/2 day

3 year olds - Five Day Full Days Monday thru Friday

4 Year Olds - Monday, Wednesday and Friday full day

4 Year Olds - Five Day Full Days Monday thru Friday

Children must be of appropriate age by September 1st of that year

PRE KINDERGARTEN HOURS

St Mary Pre Kindergarten follows the St Mary School calendar
Pre Kindergarten hours are as follows:

Morning Sessions - 8:30AM to 11:00 AM

Full Day - 8:30 to 2:30

On early dismissal days the Pre Kindergarten hours are:

Morning Sessions - 8:30 to 11:00

Full Time - 8:30 to 12:15

Your cooperation in dropping off your children at the door of their class on time is greatly appreciated. Dropping off late is, likewise, unfair as it is disruptive to the Pre Kindergarten class in session. It is important to pick up your children on time, because it is especially hard on the child who is the last one waiting.

BEFORE AND AFTERCARE

Early Morning Care for all Pre Kindergarten classes begins at 7:30 in each classroom. No drop off in morning care after 8:15.

All Full day Pre Kindergarten students are welcome to attend the After School Program held in the "big" school from 2:30 till 5:30.

CURRICULUM

Our goals for the St Mary Pre Kindergarten include the following:

Provide an opportunity to learn and know God's love.

Provide an atmosphere in which to integrate the Christian values of love, justice and respect in all their learning.

Provide opportunities to discover our world and the special role God has in it.

Provide a safe and loving environment for the children.

Help children to express their feelings and needs.

Help children to create and discover in a warm and supportive environment.

Give each child a sense of uniqueness and self worth.

Help children to respect each other's rights.

Provide healthy outdoor play and activities.

Provide space and equipment to develop gross and fine motor skills.

Provide an atmosphere where self-confidence and self-awareness are encouraged.

Build a tie between the home and Pre Kindergarten.

Encourage independence and give basic experiences for future learning.

Provide stimulating experiences that encourage the child to think, analyze problems and arrive at different possible solutions.

Help the child to develop their whole personality through:

- First hand experiences in social relationships

- Physical development of large and small muscles

- Finding acceptable outlets for their emotions

- Learning a sense of responsibility

Encourage expression through materials, movement and language.

Stimulate language development through materials, activities, games and the use of readiness skills.

Provide experiences with other children of the same age.

Meet the childrens' needs as individuals and a group.

Encourage the children to develop a positive attitude toward teachers, school and learning.

Provide opportunities to discover, explore, be challenged and problem solve through direct experiences.

Provide a good foundation that will allow the children to reach their potential.

TUITION

Tuition is paid directly through the SMART Tuition program.

WEATHER RELATED CLOSINGS AND DELAYS

St. Mary School will follow the announcements and decisions of the **MILFORD PUBLIC SCHOOLS** for closings, delays and early dismissals for weather related and other emergency reasons. On such days, the school will notify families by means of an all call. There will also be an announcement on channels 3 and 8. You may also check any website which lists the **Milford Public Schools**.

NOTE: You can click on to a list of closings, delays and early dismissals by going to our website: www.saintmaryschoolmilford.org

If there is a delayed opening of the Milford Public Schools, the morning part-time session will be canceled. The full-day classes will begin at **9:50**. If there is an early closing Morning sessions will end at the regular time and full day classes will end at **12:15**

STUDENT ABSENCES

Report absences by calling the school office at 203-878-6539. Upon returning, a note explaining the absence is required.

PICK-UP POLICY

Under no circumstances will a child be released to anyone without parent consent. If you arrange for someone to pick up your child, they **MUST** be registered on the Pick-up consent form. Please inform the Pre Kindergarten staff of any change in your pick-up consent list.

SAFETY

For your child's safety we request that you drop off any forgotten items with the main school office by ringing the bell. The Pre Kindergarten doors remain locked during school hours.

PARENT TEACHER CONFERENCES

Individual, Virtual Parent Conferences will be held for the children in the four-year-old program in the fall. Individual, Virtual Parent Conferences will be held for the children in the three-year-old program in January. Times for the conferences will be set up on a sign up basis. If you have any questions or concerns please request a conference with the teacher. Timely conferences are an effective way for parents and teachers to voice their concerns and solve any potential problems.

UNIFORM

Uniforms must be worn to school each day. Please check with the teacher if you have questions. The uniform sneaker is a white velcro sneaker. Children in the 4-year-old program should dress for inclement weather on the days when needed. We do spend a lot of time outside, and may need to walk to the big school for various reasons.

BIRTHDAYS

We will celebrate your child's birthday at the Pre Kindergarten by making them feel very special on their day. We do not celebrate with food. Please let me know when we should celebrate your child's birthday if the day does not fall on his/her school day.

MEDICAL INFORMATION

An up to date physician's certificate of good health and verification of immunizations required by the Connecticut Department of Health must be provided before the child enters Pre Kindergarten. Children, whose last physical examination was performed more than 12 months prior, must submit an updated form. Forms will be provided for each child.

It is not the pre school's responsibility to diagnose illness or injury. School personnel are responsible for giving immediate first aid, notifying the parents and getting students home or to medical attention if the parents are unable to secure transportation. If a child becomes ill, the parents will be notified at home or work. If a parent cannot be reached, one of the emergency numbers designated by the parents will be called. This person will care for the child and notify the parents. A child will be sent home for the following:

- Abdominal pain

- Emergency bee sting
- Elevated temperature (over 100 degrees)
- Head injury
- Continuing nose bleed
- Any communicable disease
- Weeping poison ivy or poison oak
- An unknown skin rash
- Ringworm
- Sprain, fracture or dislocation
- Severe toothache or broken tooth
- Vomiting
- Convulsions
- Ticks
- Animal bites
- Ear ache
- Eye injury
- Fainting

Parents will be notified of anything of a serious nature. School personnel will give or apply medication only in the following circumstances:

- Medical emergency, OR
- When a written instruction from the child's doctor has been submitted to the teacher

Medication will only be given in the presence of two staff members. A child returning to school after an illness should be well enough to participate in all school activities, including outside recess. Exceptions to this policy will only be made when a signed, written statement from the child's doctor has been submitted, indicating that the child must be excused from certain activities because of physical disabilities

ALLERGIES

Please inform the School Nurse and your child's teacher of any allergies. The Pre Kindergarten has been a peanut and tree nut free environment for many years. Each year there are several children with severe allergies, please do not send foods containing peanuts or tree nuts for snack or lunch.

SUPPLIES

Attached is the supply list for all Pre Kindergarten children. In addition there are other things your child needs each day; backpack, lunch box and water bottle. The backpack needs to be large enough to accommodate all the other items. Please be sure to mark all items with your child's name.

Children attending full day programs need to bring a vinyl resting mat and **small** blanket, stored in a reusable shopping bag for rest time. These items will remain in school and only sent home for washing. Please label all personal items with name.

All children need two complete changes of clothing (These do not need to be the uniform) to remain in school. Parents need to be sure that they replace the clothing when they are soiled and to change the clothes with the seasonally appropriate ones.

Pre Kindergarten Supply List 2021

Each child will need to use a backpack and lunch box each day. Water bottles need to be sent to school each day as well.

When choosing the backpack please keep in mind that the lunch box, water bottle, school folder and child's projects need to fit inside. Be sure to label all items with a name.

NB: All families should also review the Family Handbook of St Mary School for other very important items that pertain to both buildings.

FAMILY HANDBOOK

ACKNOWLEDGMENT FORM

September 2022-2023

Family Name: _____

Student Names & Grades:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

By signing this form, you confirm you have read, understood and agree to the terms
of the Family Handbook (found on Educonnect)

Signature: _____

Please sign and return to the main office