

ST. MARY OF THE HILLS SCHOOL

GRATITUDE

MISSION STATEMENT

St. Mary of the Hills is a diverse Preschool through Grade 8 Catholic school inspired by our love of Christ. By valuing excellence in education, our programs promote spiritual growth, personal academic achievement and social development in a safe and nurturing environment.

Saint Mary of the Hills School

Student & Parent Handbook

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I. ENROLLMENT PROCEDURES

ADMISSION

In order to enter St. Mary of the Hills School, all students must participate in a screening (Pre-School, Pre-Kindergarten, and Kindergarten) or take an entrance exam (Grades 1-7). Students must be the age of 3 years by August 31st for admission to the Preschool program. Students must be 4 years old by August 31st for admission to Pre-Kindergarten. Students must be 5 years old by August 31st for admission to Kindergarten. Students seeking admission to Grade 1 must be 6 years old by August 31st. The following information is required of all students in order to register for either a screening or an exam:

1. Completed admission form
2. Birth certificate
3. Academic History—report cards (most recent and from the last completed school year), standardized testing results, and the Student Evaluation form to be completed by the child’s current teacher.
4. Catholic Baptismal certificate (if applicable)
5. Board of Health form
6. A \$50 non-refundable application fee

Acceptance to St. Mary of the Hills School will be determined by the Admissions Team.

RE-REGISTRATION

All students will be required to re-register for the upcoming school year in January. Forms must be returned with payment by the return date or a seat will not be guaranteed.

DISCRIMINATION POLICY

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

The goal of our Catholic schools is to present Catholic faith and Catholic teaching to our students in a rigorous academic, spiritual, and moral education program. Catholic school students strive for high academic achievement, are taught to love and worship God, and live the Gospel teachings. Catholic school students work together, build community, and give service to others.

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Our schools welcome and do not discriminate against or exclude any categories of students. Admission is dependent both on academic qualifications and the desire to promote what is in the best interest of the student. Students are considered “academically qualified” if they meet a school’s written academic criteria for admission. Academically qualified Catholic students may be given priority for admission to Catholic Schools.

Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.

II. HEALTH & SAFETY

EMERGENCY SITUATIONS

St. Mary of the Hills School has a 911 policy. In any case where emergency care is needed, all staff members have been instructed to call 911.

ILLNESS & ABSENCE

A child in school, who is vomiting, has diarrhea, or a temperature more than 100°F will be sent home. Our policy for returning to school is 24 hours without fever (off all fever medications) and 24 hours on an antibiotic. In cases of illness involving vomiting, please make sure your child has not vomited for one 24 hour period, is able to eat solid foods, and has the stamina to be in school all day. Please call the school at 617-698-2464 X50 by 9:30 AM to report an absence indicating the reason your child is missing school. (For communicable diseases strep throat, pertussis, flu, head lice, conjunctivitis, etc., please notify the Nurse's Office.) All medical information is dealt with according to Massachusetts State Law regarding confidentiality.

Any absence greater than 3 days will require a doctor's note to return to school.

MEDICATIONS IN SCHOOL

Medications should be administered at home whenever possible. A review of the requirements for administration of medication in school include:

1. Written, signed, and dated request from the child's including over the counter medications.
2. Written request from the parent or guardian
3. Medication must be in a container properly labeled by the pharmacy (when getting a prescription, ask the Pharmacist for an extra labeled bottle).

Students are NOT permitted to carry medications in school, with the exception of middle school students who are permitted to carry and self-administer their inhalers only. These students must notify the Nurse, their teacher, or administrative staff when they need to use them so effectiveness may be monitored. All medications will be kept in the Nurse's Office on the First Floor next to the Principal's Office.

IMMUNIZATION

The Massachusetts Department of Public Health has set minimum immunization requirements for attendance of school children. These standards will be strictly enforced to insure the health and safety of others. Failure to provide documentation of current immunization status will result in the child being excluded from attending school.

SCREENING PROGRAMS

Screening programs allow for the identification and early intervention of issues that may impact learning. Vision screening is conducted in PreKindergarten through Grade 5 and Grade 7. Hearing screening is conducted in Grades K-3 and Grade 6. Referrals are sent home for any child not able to meet minimum standards, with a recommendation for follow up with a vision or hearing specialist. Screening is also done in the spring for scoliosis (spinal curvatures) in Grades 5-8. Forms are sent home to students in Grade 5 and all new students for parental permission.

STUDENTS WITH CHRONIC OR LIFE THREATENING HEALTH ISSUES

A child with a life threatening medical condition will have an Individualized Care Plan to ensure that they receive appropriate and timely care, as well as to prevent emergencies or intervene should an emergency arise. This Plan, which is renewed/revised annually, is written in collaboration with the physician, school nurse, and parent/guardian and gives specific instructions for the staff to follow. This plan will be shared with all persons deemed necessary to prevent and manage accidental exposure to your child's allergen. Emergency medications are maintained in the Nurse's Office on the First Floor next to the Principal's Office. Appropriate personnel have been instructed in the proper administration of all rescue medications.

GENERAL GUIDELINES

Good hand washing is one of the best ways to keep from getting common infections. The proper way to wash hands and when to wash is taught during the school year. This valuable lesson should be frequently reinforced at home.

“Unnecessary absence from school may have a bad effect on a student’s attitude, work habits, and progress. Use your own good common sense and remember, “sick children belong at home—well children belong in school.”
(taken from the Massachusetts Medical Society’s Attendance in Schools pamphlet)

EMERGENCY PLAN

In the event of an emergency, the designated pick-up spot for students is St. Mary of the Hills Church.

REMEMBER to always update the school office with new telephone numbers, emergency contacts, or medical conditions.

FIRE DRILLS

Unannounced fire and evacuation drills are conducted periodically to maintain alertness among the school community. Some fire drills are executed in cooperation with the Milton Fire Department.

OUTSIDE

Students are expected to stay within the designated boundaries of the school grounds during outside activities including Physical Education and Recess. Students are expected to behave appropriately, observe the Honor Code (*See Section IV*), and play age-appropriate activities. Rough playing, physical fighting, or any type of action (including ball throwing) that might cause bodily harm is strictly forbidden. Throwing snowballs is prohibited. The time before the start of school is considered “**walk and talk**” time. There is to be no running or ball throwing.

III. PARENT INFORMATION **COMMUNICATION**

Parents should submit all requests or questions to teachers in writing. We would like to encourage the use of Email to facilitate the communication process between home and school. Teachers will respond to these requests in writing or via a telephone conversation within a 24-hour period. If a meeting is deemed necessary, the meeting will be scheduled at a mutually convenient time within three days of the initial request.

Parent Conferences are scheduled once per year. Parents or teachers may request a conference with a teacher at another time, if necessary. All meetings with teachers must be scheduled in advance.

SAFETY

A top priority at St. Mary of the Hills School is the safety of all members of the school community. Parents and students must abide by the following rules:

Morning Drop Off

- ❑ Students may not be dropped off prior to 8:40 a.m. (if they are, the students will be placed in the Before School program and parents will be charged). Prior to 8:40 a.m., there is no adult supervision in the yard.
- ❑ Parents must not drive into the school’s driveway (rain or shine) between the hours of 8:20 and 9:15 a.m. There are ***NO*** exceptions to this rule.
- ❑ Parents should also observe the following laws/courtesies:
 - ❑ **No U-turns on Brook and Ridge Roads**
 - ❑ **No double parking on Brook and Ridge Roads**
 - ❑ **Park only on the school side of Ridge Road**
 - ❑ **Do not block the driveways of any residences on Brook and Ridge Roads**
- ❑ All students and parents should use the center crosswalk and observe the signals or Crossing Guard’s directions.
- ❑ Students who are entering the school grounds at 8:40 a.m. must proceed to the yard behind the school. Students must remain behind the painted lines and should not be near the dumpster or the Early Childhood building.

- ❑ The time between 8:40 a.m. and the first bell at 8:50 a.m. is considered “walk and talk.” There is no ball playing or running.
- ❑ Students are tardy at 8:55 a.m. All students (including Early Childhood) must report to the School Office prior to going to their class.

Afternoon Pick Up

- ❑ The students in the Early Childhood Center are dismissed at 2:45 p.m. Students in Grades 1-8 are dismissed at 3:00 p.m.
- ❑ Early Childhood Center parents may enter the driveway between 2:30-2:45 p.m. and enter the car line to pick up their ECC students. All ECC parents must be in the car line by 2:45 p.m. and exit the driveway by 2:55 p.m. Students will be brought to the car. Drivers are requested to pull up, buckle the child’s safety belt, and then proceed to the exit. If a parent does not arrive in time for the car line or if the ECC student has a sibling in Grades 1-8, the child will be picked up in the School Hall by the parent or sibling.
- ❑ Students in Grades 1-8 are dismissed at 3:00 p.m. All students exit the building as a class and promptly leave the school grounds. Any students not picked up by 3:10 will be sent to the After Care program, and the parents will be charged a fee.

NEW WINTER DROP OFF/PICK UP PROCEDURE

The safety of our school community is of utmost importance and we, therefore, ask that the flow of traffic be as follows:

Please do not PARK on the school side of Brook Road or pull into the driveway from the LEFT as it disrupts the flow of traffic into the school parking lot. Instead, pull into the driveway on the right following the parking lot towards the ECC building. If there is a line of cars, wait on Brook Road with your hazard lights on and proceed into the driveway when possible.

To keep the flow of traffic moving in the AM, we ask that you form two lanes once you pass the first turn of the driveway. Parents dropping off ECC students should be in the far right lane and proceed to the back door of the ECC where staff will take children from the car. For the safety of our students, please do not park your car near the ECC to take the children out yourself. All other grades can choose either lane and should proceed to the back of the school, as far up as possible, to let students exit the car. PLEASE do not let students exit the car in the front of the building.

Children in the ECC may be picked up beginning at 2:40. At this time, ONLY these parents will be allowed into the driveway.

If you have a child in both the ECC and Grades 1-8, you may enter the driveway after 2:50 PM where all of your children will exit from the main hall.

Parents picking up Grade 1-8 students may enter the driveway AFTER 2:50 PM.

We ask that you keep the “family name” handout on the dashboard of your car. Faculty and Staff will be scattered throughout the driveway and call to those inside to have students ready when you make it to the back of the school.

Once children are out of, or in the car, proceed to Brook Road where you will take a RIGHT turn only.

When visiting the school we ask that you park either in front of the school closest to the building or in back of the school closest to the basketball hoops.

TELEPHONE USE/MESSAGES

Students are not permitted to use the school’s phone for forgotten work, assignments, or lunch. Parents are strongly encouraged to confirm transportation arrangements prior to sending their child to school. Classrooms will not be interrupted to deliver messages to students unless it is an emergency. Calls to the

office with altered transportation arrangements are strongly discouraged and should only be made in an emergency.

Parents wishing to speak with a student's teacher will be asked to leave a message. Classrooms will not be interrupted for a parent to speak with a teacher. Teachers will return all phone calls within a 24-hour period.

CELL PHONE POLICY

Cell phones are to be disabled and kept in the students backpack. Students are not permitted to make or receive phone calls/text messages from their cell phone. Parents are strongly encouraged to contact the main office to relay an emergency message to their student. Any student who is caught with a cell phone visible or using a cell phone during the school day will be faced with age-appropriate disciplinary actions. Please see discipline policy.

This Cell Phone Policy includes school-sponsored field trips and also the before (beginning at 7:20 AM) and after school hours (until 6:00 PM) and the consequences are stated in the discipline policy.

During school hours and while the office is open, students will be permitted to use the phone in the Main Office to contact their parents. Parents are encouraged to contact the Main Office if they need to transmit a message to their child. For students attending After School Care, parents may call the After School teachers at 617-633-2464.

ELECTRONIC DEVICES

Students are allowed to bring in an electronic reader (i.e. Kindle, Nook) for independent reading if given permission by parent. These devices are not to be used for other purposes such as gaming, emailing, or texting. Please note that St. Mary of the Hills School is not liable if electronic book is broken, lost, or stolen.

Students are not allowed to use iPods, Gameboys, Nintendos, etc., during school hours, including before and/or after school.

VISITORS

All visitors (parents, guardians, and invited guests) must report to the School Office to sign in. All visitors will be announced to the classroom.

STUDENT RECORDS

All requests for student information for students in Preschool through Grade 8 must be made through the Principal, not the classroom teacher. The fulfillment of these requests will become the responsibility of the Principal. High School application information will be handled directly by the Principal. Student record information includes requests for transcripts, grades, standardized testing scores, and recommendations. The parent/guardian must sign a Release of Records form prior to any information being sent from St. Mary of the Hills School. All transcripts and letters of recommendation will be mailed directly to the requestor. Parents/guardian must submit a written request 24 hours prior to viewing their student's Permanent Record file.

TUITION

Tuition is collected through the FACTS Tuition Management Company. Parents/Guardians may select from three payment options:

- Single payment due July 1st direct to the School Office
- Two payments due July and December through the FACTS program
- Ten monthly payments due monthly from July through April through the FACTS program

There is a Tuition Insurance Plan administered by the FACTS Tuition Management Company.

All tuition payments are expected to be current. If there is a situation that prevents the timely paying of tuition, the Business Manager must be notified immediately. If arrangements have not been made and/or payment is not received, students will not receive their Report Cards and may be excluded from some activities and/or school.

TUITION REFUNDS

If a student's withdrawal is authorized for "good cause," parents may request, in writing, a refund in tuition according to the following guidelines. General and specific fees, as well as any advance deposits, testing fees or registration fees, are non-refundable. (Good cause is defined as students having difficulty with academic or social adjustments as determined by the Administration or financial hardship of the parents.)

The following guidelines outline St. Mary of the Hills refund policy:

If a student withdrawal/termination date is prior to the start of the school year (July 1st through the first day of the school year), the school retains any and all registration fees, advance deposits for new students, and the July and August tuition payments.

If a student withdrawal/termination date is after the first day of school, the school retains any and all registration fees, advance deposits for new students, the July and August tuition payments, and tuition up to and including the last date of attendance. For example, if a student withdraws in November, the school would retain all fees, advance deposits for new students, the July and August tuition payment and tuition payment for September, October and a prorated rate for November.

TUITION ASSISTANCE

A limited amount of tuition assistance is available through the Catholic School Foundation and St. Mary of the Hills Parish. Parents must apply for this funding each Spring. Parents will be required to submit financial documentation to FACTS Grant & Aid Assessment Program. Financial assistance is not guaranteed based solely on submitting an application for assistance. All families will receive information regarding assistance in their tuition packets each Spring.

PARENT VOLUNTEERS

Parents who wish to volunteer in a classroom or on a field trip or event, are required to complete a CORI form at the beginning of each school year through the Main Office.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is responsible for hosting monthly socials for students and parents. In addition to these socials, each family is obligated to pay a yearly PTO fee of \$150.00, payable in two installments, first in October and second in February of \$75.00 each, through the FACTS tuition account. In addition to this fee, parents are required to volunteer a minimum of 10 hours per year to either the Parent Teacher Organization (PTO) or to the School. These hours can include, but are not limited to:

- Chairperson for a PTO event
- PTO Committee Member
- Lunch Volunteers

FUNDRAISING

Fundraising is an essential part of being a member of the St. Mary of the Hills School community. Fundraising is organized by the Parent Teacher Organization (PTO) or the Principal.

PUBLICITY

St. Mary of the Hills School reserves the right to publish student names and photographs in local newspapers and on the school website to promote student achievement and school events.

USE OF SCHOOL NAME

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

- Open a bank account
- Solicit funds on behalf of the school
- Collect money on behalf of the school
- Sell products on behalf of the school
- Schedule any field trip, vacation or other accommodations
- Post on any website for any purpose including, but not limited to, support of a particular social or political agenda

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

IV. STUDENT INFORMATION

ATTENDANCE

Students are expected to be in attendance on all days that school is in session. Only serious reason or legitimate illness will be accepted as an excuse for absence. The school reserves the right to designate an absence as unexcused (i.e., vacation).

Massachusetts' law states (G.L. c. 76, Subsec. 2):

Every person having control of a child shall ensure their attendance. If a child misses 7 day sessions or 14 half-day sessions, the parent or guardian may be criminally prosecuted on a complaint by the Supervisor of Attendance.

ABSENCE

In the event of an absence, the student's parent/guardian must call the School Absentee Line at X50 before 9:00 a.m. All students must have a note from his/her parent or guardian upon return to school. The note should cite the number of days absent and the reason for absence.

In the event of an absence due to illness of three days or less, all work will be given to the student upon his/her return to school. The student will have the number of days absent plus one to make up all assignments. It is the student's responsibility to make up all missed class work and assignments. Failure to make up work will result in points being deducted from the student's grade. Tests are announced at least four days prior to administering, therefore, being absent the day before a test does not excuse a student from taking the test.

For extended absences due to illness or other extenuating circumstances of three days or more, a doctor's note is required and other arrangements will be made.

Vacations during regularly scheduled school time are discouraged. No assignments will be given prior to the planned departure. All work will be made up after the student returns. The student will be given one day upon return to school for each day that he/she was absent to complete and return all missed work.

TARDY

Students are expected to be in line with their classmates at the first bell at 8:50 a.m. Students who arrive late are disruptive to the office, teacher, and classmates. Any student who enters the building after 8:55 a.m. is considered tardy—either unexcused or excused. All students who are tardy must possess a doctor's note or written explanation of the reason for arriving to school tardy. All tardies (excused and unexcused) will be reported on the student's Report Card and Permanent Record Card. **It is the parent's responsibility to ensure that students arrive to school on time. Please see the Student Discipline Policy for more information regarding tardies.**

DISMISSAL

Early dismissal from school can be disruptive to both the student and the classroom. Parents are encouraged to make all appointments when school is not in session. According to Archdiocesan School policies, "Children may not be released from school for private dental or medical appointments except those with an orthodontist or clinic, or in case of emergency or extreme hardship, in which the Principal will exercise his/her discretion."

A dismissal due to illness, as determined by the School Nurse or her designee, follows the same guidelines for make-up work as a regular absence. All students must be dismissed to either their parent or guardian or a person listed on the Student Information Card. There are no exceptions to this.

Dismissal for other reasons (early release, doctor/dentist appointments, interviews, etc.) are discouraged. It is the student's responsibility to make up all missed class work and assignments. The student must present a note from his/her parent/guardian to the Homeroom Teacher on the morning of the dismissal. The note must specify the nature of the appointment and state the time of dismissal and the approximate time of return, if applicable. If the student will be dismissed to someone other than parent/guardian, the name of the person must be included in the note. **Students will not be released from class until the parent/guardian is in the school building.**

SCHOOL CLOSING

St. Mary of the Hills School follows the closing/early dismissal decision of the Milton Public Schools. If Milton Public Schools are closed, St. Mary's is closed. If Milton has a one-hour delay, so does St. Mary's. Parents must exercise their own discretion in determining the severity of weather conditions in their area. In the event of a severe storm or dramatic change in weather during the school day, St. Mary's may make the determination to close the school early. In the case of an unexpected early dismissal, school personnel will contact parents to announce the closing. If a parent cannot be reached, the emergency contacts will be called. The official announcement for school closings will be posted on the television and radio.

UNIFORM

It is of utmost importance that the school receives total cooperation from the parents/ guardians in enforcing our uniform code.

Students out of uniform:
Please refer to the discipline policy.

All parts of the uniform must be purchased from Lands' End (800-469-2222 or www.landsend.com/school) and our Preferred School Number is **900125816**

We also have a healthy supply of gently used uniforms for sale. Please contact the Main Office for details.

FALL/SPRING UNIFORM (GIRLS)

GIRLS Grade 1-5

Classic Navy skort and/or shorts*
Chambray blue school embroidered polo shirt
Navy blue knee socks
Black, navy blue or brown shoes or sneakers

BOYS Grade 1-5

Classic Navy shorts*
Chambray blue school embroidered polo shirt

GIRLS Grade 6-8

Khaki skort and/or shorts*
Classic Navy school embroidered polo shirt
Navy blue knee socks
Black, navy blue or brown shoes or sneakers

BOYS Grade 6-8

Khaki shorts*
Classic Navy school embroidered polo shirt

WINTER UNIFORM

GIRLS Grade 1-5

Classic Navy pants
Chambray Blue school embroidered polo shirt
Navy blue knee socks or tights
Black, navy blue or brown shoes or sneakers
Classic Navy zip-front embroidered cardigan or school fleece vest

GIRLS Grade 6-8

Khaki pants
Classic Navy school embroidered polo shirt
Navy blue knee socks or tights
Black, navy blue, or brown shoes or sneakers
Classic Navy embroidered v-neck school sweater or school fleece vest

BOYS Grade 1-5 (All year)

Classic Navy pants
Chambray Blue school embroidered polo shirt
Black or blue socks
Black, navy blue or brown shoes or sneakers
Classic Navy zip-front embroidered cardigan or school fleece vest

BOYS Grade 6-8 (All year)

Khaki pants
Classic Navy school embroidered polo shirt
Black or blue socks
Black, navy blue or brown shoes or sneakers
Classic Navy embroidered v-neck school sweater or school fleece vest

* **Uniform guidelines for SHORTS** consists of polo shirt and shorts in the color of their skorts and/or pants beginning on the first day of school through October 1 and May 1 through the last day of school. They should be accompanied by white or black sneakers with white tennis socks.

REQUIRED PHYS ED UNIFORM ALL GRADES

School embroidered crew sweatshirt and athletic pants
School embroidered t-shirt (short or long sleeve)
Athletic shorts – weather permitting

White socks
White or black sneakers

EARLY LEARNERS, PRE-SCHOOL, PRE-KINDERGARTEN & KINDERGARTEN

Required Physical Education uniform 5 days
Velcro sneakers

Notes:

1. Only a school v-neck navy sweater, navy blue cardigan or school fleece vest may be worn with uniforms.
2. Sweatshirts are to be worn **ONLY** on Phys Ed day for students in Grades 1-8.
3. Students wear school uniform 4 days and Physical Education uniform on Phys Ed day.
4. On field trip days, students are required to wear their Physical Education uniforms (unless stated otherwise by the Principal).
5. Polo shirts in winter may be long-sleeved if preferred.

Current trends, fads and/or other influences are not acceptable. Items including, but not limited to, coloring hair, body piercing (except 2 or fewer earrings for a female), and tattoos are unacceptable. Students are not permitted to wear make-up or excessive and/or large jewelry. Boys are to wear their hair tapered above their shirt collars. At times, students will be rewarded with a uniform holiday. On such occasions, students may not wear jeans (unless specified) or clothing with inappropriate language, logos, or inferences. The Principal reserves the right to determine the appropriateness of a trend that may infringe upon the uniform rules. Students in violation of the uniform rules may be sent home and may be asked to remain there until they comply with the school's uniform rules.

STUDENT COUNCIL

Student Council elections for students in Grades 6-8 will be held during the last week of September. There will be a primary and final election. Students will be nominated for positions by their peers for the following positions:

- ❑ President and Vice President (members of the 8th Grade)
- ❑ Secretary and Treasurer (members of the 7th Grade)
- ❑ Two representatives from each of the middle school grades (for a total of six representatives)

Student Council participates in special activities and projects under the direction of the 8th Grade teachers and/or the Principal. Students must maintain an average grade of C in all classes to participate on Student Council.

V. ACADEMICS

CURRICULUM

St. Mary of the Hills School and its faculty follow the guidelines prescribed by the Archdiocese of Boston, the Massachusetts State Frameworks, and the National Common Core Standards.

HOMEWORK

Students are assigned homework (written, reading, or studying) in order to reinforce what has been covered in class. The following guidelines should be followed:

Grade 1—a minimum of 10-20 minutes	Grade 4—a minimum of 40-50 minutes
Grade 2—a minimum of 20-30 minutes	Grade 5—a minimum of 50-60 minutes
Grade 3—a minimum of 30-40 minutes	Grades 6-8—a minimum of 60-80 minutes

All students in Grades 2-8 must purchase an assignment book from St. Mary of the Hills School. To help facilitate organizational skills, students will follow a method to record homework and assignments. Teachers will monitor that students are using their assignment books effectively.

Students must prepare homework and deliver it to the teacher as assigned. It is expected that all work will be neat and legible. Parents are encouraged to check homework. If a student is having difficulty with an assignment (tried unsuccessfully for a period of 20 minutes), a note from the parent must accompany the homework assignment.

Students are not permitted to do any written homework during lunch or recess times. It is acceptable for students to study for an upcoming test or quiz.

If a student forgets his/her homework or assignments at home, the work is due the following day. Students may lose points on an assignment not turned in on time. Homework Slips will be issued to students who have not completed assigned work. Homework Slips must be signed by parents and returned to the teacher the following school day. Please refer to the discipline policy.

Students and/or parents will not be allowed to enter the school building either before or after school to retrieve forgotten materials or assignments. (This includes students attending Before & After School Care or school sponsored activities.)

PROGRESS REPORTS

Progress Reports are issued as follows:

- Students in Grades 1-5 will receive a Progress Report three times per year at the midpoint of each term.
- Students in Grades 6-8 will receive a Progress Report four times per year at the midpoint of each term.

REPORT CARDS

Report Cards are issued as follows:

- Students in Pre-School Pre-Kindergarten and Kindergarten are issued Report Cards two times per year.
 - Students in Grades 1-5 are issued Report Cards three times per year.
 - Students in Grades 6-8 are issued reports cards four times per year.
- Absence and tardiness are included on these Report Cards.

HONOR ROLL

Students in the Middle School (Grades 6-8) are eligible for Honor Roll if they achieve a B- or better in all subjects and a minimum of “Satisfactory” in all specials. Students must also achieve at least a “Satisfactory” in conduct and effort. For High Honor Roll, students must achieve an A- or better in all subjects and a minimum of “Satisfactory” in all specials. Students must also achieve at least a “Satisfactory” in conduct and effort.

PROMOTION/GRADUATION

Students who satisfactorily complete the prescribed curriculum for their grade level will be promoted to the next level.

PROBATIONARY STATUS

Students can be placed on probationary status by the Principal for academics and continual violations of the Honor Code. After a parental meeting, a Probation Plan will be written for each individual case. In the rare event that the student does not abide by the plan and/or exhibit significant improvement, suspension or expulsion may result.

RETENTION (Grades PS-8)

In the event a student does not satisfactorily complete the prescribed curriculum for his/her grade level, retention is a possibility. Each student’s progress is reviewed by teachers, Academic Advisor, and Principal. A conference with the parents and teacher will be held to determine a plan for remediation. In the rare event that retention is a possibility, parents will be notified prior to the end of the school year.

SUMMER SCHOOL (Grades 1-8)

Any student completing the academic year with a D in an academic subject is recommended to attend an accredited summer school program. Any student receiving an F in an academic subject is required to attend an accredited summer program. A transcript of the completed coursework must be submitted to the Principal prior to the start of the next academic year. Parents/guardians will be notified in writing if a student needs to attend summer program. Failure to complete an accredited summer school program successfully may result in retention, dismissal from school, or the inability to be promoted/graduated from Grade 8.

VI. HONOR CODE

HONOR CODE

Students at St. Mary of the Hills School are responsible for their own actions and choices. Students will

- ☑ Be honest in all work, discussions, and actions
- ☑ Keep hands, bodies, and objects to themselves
- ☑ Have respect for self, others, and property
- ☑ Use acceptable language
- ☑ Complete all class work and homework on time and to the best of their ability
- ☑ Be punctual
- ☑ Be in proper uniform at all times

CONSEQUENCES

Violations of this Honor Code will be addressed by the classroom teacher or adult in charge in an age-appropriate manner. Discipline Slips will be issued if the student continually chooses to violate the School’s Honor Code.

CHEATING/PLAGIARISM

Students are expected to complete their homework, projects, and tests on their own. An appropriate amount of parental assistance on homework and projects is acceptable; however, the product should reflect the student’s age and ability. Offenses of cheating include, but are not limited to, copying homework, copying a student’s answers on a test, and using any written material for aid on a test. Any students who are caught cheating will be faced with age-appropriate disciplinary actions.

Plagiarism is defined as “taking written words or ideas and presenting them as one’s own.” Students must use proper reference form when citing sources from a book, article, encyclopedia, CD-ROM, or the Internet.

PROBATIONARY STATUS

Students can be placed on probationary status by the Principal for academics and continual violations of the Honor Code. After a parental meeting, a Probation Plan will be written for each individual case. In the rare event that the student does not abide by the plan and/or exhibit significant improvement, suspension or expulsion may result.

IN-SCHOOL SUSPENSION

An In-School Suspension is a temporary dismissal from the classroom and class-related activities (including after school and evening activities). Students are responsible for all schoolwork and will complete their work outside of the classroom. All work must be completed and grades will be recorded.

SUSPENSION

A suspension is a temporary (less than 10 consecutive days) dismissal from school. During a suspension period, the student is prohibited from participating in any school day activities and school-sponsored events and activities. The following actions, including but not limited to, are cause for suspension:

- Leaving school grounds without permission
- Act of violence or physical fighting
- Possession of a weapon
- Verbal and non-verbal sexual harassment
- Threatening or harassing behavior
- Stealing
- Any form of substance abuse including the possession or use of tobacco, alcohol, or drugs
- Any other inappropriate behavior that, in the judgement of the Principal, seriously interferes with the educational process

Students are required to make up all work due to suspension. Students will have one day for each day of suspension to make up work.

EXPULSION

Expulsion is the permanent dismissal of a student from St. Mary of the Hills School. Archdiocesan policies and procedures are followed in all matters involving expulsion.

ACCEPTABLE USE POLICY

St. Mary of the Hills will make every effort to protect students from illegal, obscene, offensive, and inaccurate material on the computer by educating students in the proper use of the Internet and by providing appropriate supervision and monitoring of student use. Students and parents will be required to sign an “Acceptable Use Policy” authorizing student Internet use.

BULLYING STATEMENT

A bully is someone who repeatedly and intentionally directs physical, verbal, or psychological aggression or harassment towards others, with the goal of gaining power over or dominating another individual. Bullying is the repeated and deliberate negative behavior, direct or indirect, toward another person who ultimately becomes a target. Some examples of bullying behavior include, but are not limited to:

- | | | |
|---|--|---|
| <input type="checkbox"/> Name calling | <input type="checkbox"/> Teasing | <input type="checkbox"/> Mocking |
| <input type="checkbox"/> Spreading rumors | <input type="checkbox"/> Playing a dirty trick | <input type="checkbox"/> Excluding |
| <input type="checkbox"/> Ridiculing | <input type="checkbox"/> Physical aggression | <input type="checkbox"/> Intimidating |
| <input type="checkbox"/> Threatening | <input type="checkbox"/> Unwanted touching | <input type="checkbox"/> Degrading language |

Bullying behavior encompasses physical aggression, threats, teasing, and harassment, either face to face or through electronic medias (i.e. cell phone, computer, etc.). St. Mary of the Hills School **will not** tolerate bullying behavior. We expect all students to assist us in identifying and eliminating bullying from our classrooms, playgrounds, and lunchroom by reporting incidents to teachers and/or administration. Through activities, speakers, and classes, students will be taught ways in which they can help to create an anti-bullying climate in our school.

Please see our website, www.smhschool.org, for in-depth coverage of our Bullying Policy.

VIOLENCE (acts of and threats of)

Acts and/or threats of violence and other forms of abusive expression, physical harassment, and corporal punishment will not be tolerated at St. Mary of the Hills School. Students are required to abide by the Honor Code.

WEAPONS

Any student found to be in possession of a weapon will be suspended or expelled from School, and the civil authorities will be contacted. Parents will be called immediately.

SUBSTANCE ABUSE

All instances of substance abuse involving possession and/or use of tobacco, alcohol, and controlled substances are forbidden and subject to disciplinary consequences. All instances of substance abuse will be reported to the Principal, and the guidelines of the Archdiocese of Boston will be followed. Disciplinary consequences can include suspension or expulsion.

SEARCH & SEIZURE

Student personal property (bags, pocketbooks, pockets) may be searched by the Principal. The student must grant permission for the search to take place, unless the Principal believes there is compelling reason to believe that a delay in such a search would endanger the health and well-being of the students.

Inspection of school property (desks, closets, cubbies, etc.) should be undertaken only for compelling reasons, as determined by the Principal.

SEXUAL HARASSMENT

Sexual Harassment consists of unwelcome sexual advances, requests for sexual favors, repeated derogatory remarks, and other verbal, written, visual, or physical conduct of a sexual nature directed toward another person, either face to face or through electronic medias (i.e. cell phone, computer, etc). Such behavior can lead to suspension or expulsion.

ASBESTOS NOTICE: The following notice regarding asbestos materials is required to be posted annually according to state regulations:

Please be advised that our school building contains asbestos materials and it is being maintained according to the guidelines of the Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) regulations for the safety of our children, faculty, and staff.

Please sign, tear off, and return, this page only, to your child's homeroom teacher by Friday September 6, 2019.

Your signature is required as proof that you have read the entire Student/Parent Handbook for the school year 2019-2020.

Parent/Guardian_____ Date_____

Parent/Guardian_____ Date_____

Student_____ Date_____