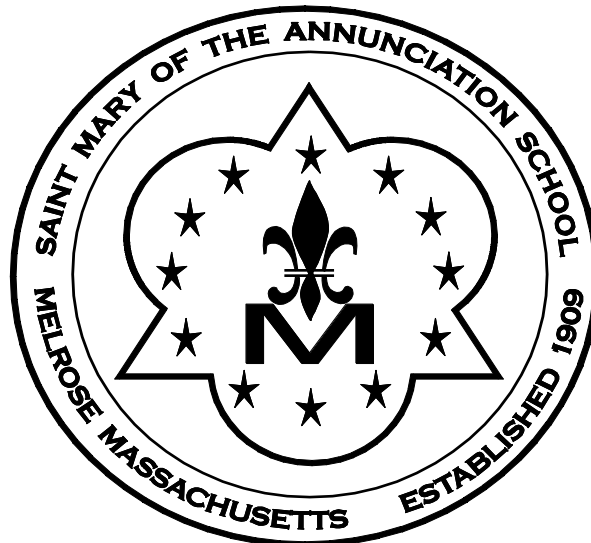


STUDENT/PARENT HANDBOOK

2011 – 2012

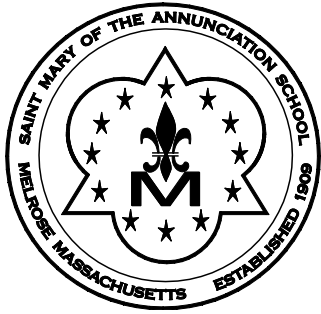


St. Mary of the Annunciation School

**4 Myrtle Street
Melrose, MA 02176**

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St. Mary's School

A Tradition of Excellence
1909 – 2011

St. Mary's School is dedicated to enhancing in each student a strong sense of Catholic values and enriching each child academically in a safe, caring environment.

Dear Parents and Students,

Welcome to St. Mary of the Annunciation Catholic School! In choosing St. Mary's, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The faculty and staff of St. Mary's School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

May God bless you and your family,

Mrs. Cynthia Boyle
Principal

This handbook is intended to be both a source of information and a general guide to the educational services available at St. Mary's School. It is also designed to deal with topics concerning student, parent, teacher, and administrative responsibility and performance standards at our school. Please read this handbook carefully and keep it as a reference during the year. Obviously, it cannot cover all aspects or special circumstances that may occur during the year. If at any time you have questions concerning school policy or regulations, please feel free to contact the Principal directly.

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Mission Statement

St. Mary's School is dedicated to enhancing in each student a strong sense of Catholic values and enriching each child academically in a safe, caring environment.

Philosophy of the School

St. Mary's School believes that each student is a unique child of God, possessing different gifts, talents and abilities. The school stresses the importance of working together as a community to recognize and develop each child's potential within a Christian atmosphere. The faculty and students work together to make our community one in which Christ is experienced by integrating the following principles:

- Worship is a basis to all life
- Moral and ethical training must govern decision-making
- Peace and justice should be the foundation of any society

Accreditation

St. Mary's School is accredited by the New England Association of Schools and Colleges.

Parent's Role in Education

We, at St. Mary's School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life-physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Mary's School involves commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Mary's School, we trust you will be loyal to this commitment. During these formative years, your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowments. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest for helping the student reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, boundaries and limits provide a young person with both guidance and security.

It is essential that children take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

Parents as Partners

As partners in the educational process at St. Mary's School, we ask parents to do the following:

- To set rules, times and limits so that your child
 - gets to bed early on school nights
 - arrives at school on time and is picked up on time at the end of the day
 - is dressed according to school code
 - completes assignments on time
 - has a nutritional breakfast and lunch every day
- To actively participate in school activities such as Parent-Teacher Conferences
- To see that the student pays for any damage to school books or property due to carelessness or negligence on the part of the student
- To notify the school with a written note when the student is absent
- To notify the office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school promptly any requested information
- To read school notes and newsletters and to show interest in the student's total education
- To treat teachers with respect and courtesy in discussing student problems

PTO

St. Mary's PTO works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. The PTO meets at 7:30 p.m. on the third Thursday of the month in the Parish Center.

2011 -2012 PTO Officers

Joe Guarino	President
Angela Rourke	Vice-President
Sean O'Brien	Treasurer
Donna Veronelli	Secretary

Admission Information

Nondiscriminatory Policy

St. Mary's School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to St. Mary's School:

- First priority is given to the siblings of current St. Mary's School students.
- Second priority is given to parishioners of St. Mary's Parish (i.e. those applicants who are registered and contributing members of the church).

Children entering PreK should be (3/4) years old by September 1.

Children entering Kindergarten should be (5) years old by September 1. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness in the Kindergarten Readiness Test.

At the time of registration, all new students seeking admission to St. Mary's School are evaluated on the basis of current standardized test scores and report cards. New incoming students in Grades 3-8 may be asked to complete further testing and be interviewed in order to determine if the program at St. Mary's will meet the educational needs of the student.

All new students must have on file the following:

- Verification of active parish affiliation (envelope #)
- Health records
- Birth certificate (copy acceptable)
- Baptismal certificate (copy acceptable)
- Previous report cards (if applicable)
- Standardized test results (if applicable)
- Current IEP (if applicable)

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw from St. Mary's School. The decision of the Principal is final.

Financial Obligations

Tuition Payment Options

The tuition is established by the Pastor and Principal with collaboration from School Board and Parish Finance Committee. The Board and Committee try to be fair and equitable in determining the cost of tuition. Tuition may be paid in accordance with any of the following four payment plans:

- | | |
|--------|--|
| Plan A | Tuition is paid in full by July 1 |
| Plan B | Tuition is paid in two equal parts on July 1 and January 1 |
| Plan C | Tuition is paid in 4 equal parts on July 1, October 1, January 1 and April 1 |
| Plan D | Tuition is paid in ten (10) equal parts from July 1 to April 1 |

For Plans A and B, tuition is paid directly to the school. Plans C and D are managed by FACTS Management which withdraws the tuition directly from your bank. The Principal must approve any variation in tuition payments. FACTS will provide a contract and explanation of its policies.

Checks, which are returned by the bank due to insufficient funds, will result in a twenty-five dollar (\$25) fee being added to your tuition in addition to a late fee.

Nonpayment of tuition, according to the plan chosen, may result in your child(ren) being excluded from classes and/or academic reports being held until such time that the payment is made.

All tuition balances must be paid in full by April 15, or the re-registration fee will be applied to the current balance, and thus your child will not be registered for the following year. If tuition is not paid in full for eighth grade students, they will not be allowed to take final exams and will receive an incomplete for work. These same students will not be allowed to participate in the Washington trip or the graduation week activities.

If you have a problem paying tuition, please call the office and speak to the Principal. Arrangements may be made for a different payment plan. Financial Aid is available to those parents needing financial assistance. A current W2 form must be filed with your application. FACTS Management reviews the applications for financial aid and makes recommendations; the school administration makes the final decision concerning the financial aid given to families.

Enrollment/Re-Enrollment

New families are required to pay a \$200 non-refundable fee per child at the time of application. This fee is not applied to the tuition. Upon acceptance, a \$400 (non-refundable) payment per child is due by March 1 to secure a seat in September.

Current students do not need to pay a registration fee. However, a \$400.00 per family deposit is due by March 1. A separate \$400 deposit is required for PreK students. Current families re-enroll each January during Catholic Schools Week.

Withdrawal Policy

Families must notify the school in writing if a student is withdrawn from the school. Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount. Registered students who withdraw between the first full day of school and December 15th are responsible for ½ of the full tuition amount. Registered students who withdraw after December 15th are responsible for the full tuition amount. The school will not forward records for students who withdraw with an outstanding balance.

The School Day

School Hours

All classes meet 5 days per week, Monday through Friday.

PreK	Half-day	8:00 – 11:00
	Full day	8:00 – 2:25
Kindergarten – Grade 3		8:00 – 2:25
Grades 4 – 8		8:00 – 2:30

Students not in their homerooms by 8:10 are considered tardy. At St. Mary's School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.

Students who remain waiting more than 10 minutes beyond dismissal time will be sent to the After School Program. Parents will be charged the appropriate fee for the supervision.

School Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up at the office. Visitors and/or volunteers are to return the nametags and sign out at the time of departure.

Holy Days

We celebrate holy days as a school community at specifically planned liturgies. The time of the liturgy will be posted on the school calendar and on the website. Parents, friends, and parishioners are invited to attend Mass with the school community.

Early Release Days

Approximately once a month, usually on the first Friday of the month, classes will be dismissed at 11:00 a.m. so that the faculty and staff may meet (see monthly calendar). The After School Program will be available on early dismissal days.

Drop-Off and Pick-Up

The main side door of the building (church side) will be open for students at 7:55. Students report directly to their homeroom where they can organize themselves for the day. At 8:10 the side doors are locked, and students must use the main door. All students are dismissed through their assigned dismissal doors.

Please be aware that the safety of the children is our foremost concern. Therefore, the dropping off and/or pickup up of students in front of the school building on Myrtle Street is prohibited. Students should use the crosswalk at all times.

If parents choose to park their cars, they are asked to enter the parking lot beside the rectory. When leaving the parking lot, please use the exit next to the entrance. Do not use the entrance on Herbert Street. The junior high students meet in this area, and we want those students to be safe also.

Please make arrangements for pick-ups and drop-offs with your children. The school cannot be responsible for relaying such messages.

Before School Program

The Before School Program runs every day that school is in session from 7 – 8 a.m. Students may enter through the main door of the school any time during that time period.

Students may bring breakfast or snacks to the Before School Program.
If a monthly calendar is filled out and pre-paid, the following rates apply:

- \$ 6.00 per day for 1 child
- \$10.00 per day for 2 children
- \$12.00 per day for 3 children

If using the monthly calendar, there are no refunds for sick days or snow days.

If you prefer to use this service on a “drop-in basis,” the follow charges apply:

- \$ 7.00 per day for 1 child
- \$12.00 per day for 2 children
- \$15.00 per day for 3 children

After School Program

The After School Program runs every day that school is in session from 2:30 – 6:00 and during school vacations. Students go outside whenever possible, do an activity, and get homework help. Snacks and drinks may be purchased for 50 cents each.

If a monthly calendar is filled out and pre-paid, the following rates apply:

	1 child	2 children	3 children
2:30 – 3:30	\$6.00	\$10.00	\$12.00
3:30 – 4:30	\$6.00	\$10.00	\$12.00
4:30 – 5:30	\$6.00	\$10.00	\$12.00
5:30 – 6:00	\$3.00	\$5.00	\$6.00

Rates apply to any portion of the hour. There is no refund for sick days or snow days.

A Drop-In Program is also available. A parent may send a note to the child’s teacher or call the school before 1:00 p.m. on the day the child is to attend the ASP. The “Drop-In” rate is a minimum of \$10.00. Payment must be made when a child is picked up. The complete rate schedule for the Drop-In Program is as follows:

	1 child	2 children	3 children
2:30 – 4:00	\$10.00	\$18.00	\$20.00
4:00 – 5:30	\$20.00	\$36.00	\$40.00

Anyone with an outstanding balance will not be allowed to use the ASP.

The After School Program (Vacation Club) will also run during school vacations.

Academic Information

Curriculum

The Archdiocesan curriculum guidelines, consistent with the Massachusetts State Frameworks, are followed for the teaching of all secular subject areas.

Report Cards/Progress Reports

Report Cards are issued three times a year in December, March and June for Grades 1 – 8. Parent/Teacher Conferences are scheduled in December. Parents requiring additional conferences during the school year may make arrangements with the individual teachers at any time. Please call the office for an appointment or email the teacher directly. Teachers are always available to discuss your child's progress.

Progress reports are given mid-way between each grading period in October, January, and May.

PreK and Kindergarten Progress reports are issued in January and June.

Student Assessments

Student progress is assessed daily on an informal basis. Teachers continually observe their students to be sure that they are building concepts and growing intellectually. Assessments include, but are not limited to, tests, quizzes, class participation, presentations, projects, group work and homework. Students in all classes may be given a maximum of three quizzes or test per day.

Standardized Testing

Standardized testing is administered to students in Grades 1 – 8 during the month of March. Parents will receive Home Reports in the late spring.

School Records

St. Mary's School adheres to The Family Education Rights and Privacy Act regarding access to student records. Student files consist of permanent and temporary records. The Principal and administration maintain all records. Parents have a legal right to review student files. All requests to review records must be made in writing.

Parents/Guardians are requested to notify the School Office in writing of any change of

address, telephone numbers, email addresses and emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Promotion Policy and Retention Policy

Advancement to the next grade in St. Mary's School is based on a student's daily attendance, performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

The Administration may recommend the repetition of a grade, tutoring, or summer school classes as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Homework

Formal home study is assigned to help students become self-reliant and self-directed.

Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it should be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework Policy after Illness

If a student is absent, he/she should wait until returning to class to receive missed assignments or make arrangements with classmates to receive the work. It is the responsibility of the student to make up work/tests missed during the absence.

Library

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. The student must pay for books lost or damaged before any other materials may be checked out. Lost or damaged books are the responsibility of the student.

Attendance

Absences

Parents should notify the school office if their child will be absent due to illness. Upon return to school following the illness, the student must present an Absent Form (*See Appendix*) explaining the absence. A doctor's note is required upon return after three (3) consecutive days of absence. If a child returns to school without the proper documentation, the child must report to the nurse who will in turn contact the parents.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments during such trips become the student's responsibility.

Students who are absent due to illness have one day for each absence to make up the missed assignments, quizzes, or tests. For example, a student who is absent for three days will be given three school days to complete the missed work.

Make-up work can never replicate the learning that takes place in the classroom, and therefore no assignments will be given in anticipation of a vacation. Teachers are not required to give make-up tests or assignments for absences due to vacations.

Frequent, prolonged, or unexcused absences or tardiness (10 days or more) can be cause for a student to be retained in the current grade for another year.

Perfect Attendance

A student will receive Perfect Attendance if he/she has not been absent any day nor has been neither dismissed more than once nor tardy more than 3 times.

Tardiness

A student is considered tardy if he/she is not in his/her seat when the 8:10 bell rings. Any child who is late must report to the office for a late slip. (*See Sample in Appendix*) This late slip must be taken home to be signed and then returned to the student's homeroom teacher.

Often tardiness is not the fault of the child, so we ask your cooperation in getting your child(ren) to school on time. A child who is tardy misses the overview of the day that is critical to the student's understanding of the organization and flow of the day. Chronic lateness is considered a serious matter and will be cause for concern.

Students who are habitually late are a distraction and disruption to their classmates.

Since we do believe that it is important for all children to be in school at the beginning of the day, the following consequences will be imposed in grades K - 8:

- The third and all successive tardy offenses per marking period will result in spending time lost on learning after school
- After the fifth tardy offense within a marking period, a conference with the parent, teacher and principal will occur.

Dismissal

If a child needs to be dismissed for a specific, legitimate reason, the student must bring in the appropriate form signed by the parent or guardian. Parents are required to sign out their child. If the child returns to school the same day, he/she must be signed back into the school office. Three dismissals with re-entry will be counted as one absence. Any dismissal before 11:30 will be considered an absence.

Being dismissed for routine doctor/dental appointments is strongly discouraged. Please try to make appointments for after school hours or on early release days.

No student will be released to a non-parent without written authorization from the parent. Students who become sick in school will be dismissed only when a parent or delegated adult comes to the school to pick up the student.

Truancy

Massachusetts State Law requires that every boy and girl attend school each day that school is in session. Unless a child is sick or has a legitimate reason to be absent, he/she must be in school. A child who fails to attend school without reason is considered truant, and the school will have no recourse but to report the student to local law officials. Any student deemed truant would receive failing grades for all assignments, tests and homework missed during the time he/she failed to attend class.

General Information

Home-School Communication

The school website is an up-to-date, comprehensive source of information for parents. Newsletters, calendars, necessary forms and teacher websites are available online. It is the parents' responsibility to check the website regularly.

Additionally, official school-wide information and emergency communications are sent using the Connect-Ed communication system.

Parents are requested to make appointments when they wish to have a discussion with their child's teacher. Appointments may be made by calling the office or by contacting the teacher through email. If you have something important to discuss, please contact the teacher; email is not an efficient means of communicating grave concerns.

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity, and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school, which are designed to foster the development of personal responsibility. Courtesy in all personal relationships, appropriate use of material, promptness in fulfilling obligations, and concern for the environment are required of all students.

There are certain items, which may detract from a learning situation and are not allowed at school at any time. These items include, but are not limited to the following: questionable books and pictures, white out, knives, guns, matches, cigarettes, radios, toys, trading cards, laser lights, palm pilots, CD's, iPods (or other mp3 players). The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in school. Items taken away from students will be returned in person to the parent or guardian.

Should the appropriateness of an action or item occur, the Principal will make the final determination.

Lunch Room Behavior

St. Mary's School does not offer a hot lunch program; therefore students must bring their lunch each day. On Wednesdays and Fridays pizza and subs are offered on a pre-order basis. Parents should not bring lunches or drinks from carryout restaurants to their children.

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

Off-Campus Conduct

The administration of St. Mary's School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

Telephone/Beepers

Permission to use the school telephone must be obtained from the school secretary. The office phone is a business phones, and students are permitted to use it only in case of an emergency. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Students may not use cell phones during the school day. All cell phones must be turned in to homeroom teachers at the start of the school day. Any student who uses a cell phone during the school day will have it taken from him. The student's parent/guardian must come to the school to retrieve the phone.

Field Trips

Field trips are designed to correlate with teaching units and to achieve curricular goals. All grades do not always have the same number of field trips. Individual teachers, in consultation with the Principal, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. (*See Appendix*) Verbal permission cannot be accepted. (A telephone call will not be accepted in lieu of the proper field trip permission slip. Permission slips are due in the office forty-eight hours after the receipt of the permission slip. A field trip permission slip is printed at the end of this document. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may use the form provided. Call the school for information needed to complete the form.

Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be marked

absent for the day.

Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and be marked absent for the day.

All money collected for the field trip is considered non-refundable.

Cell phones are not allowed on field trips unless otherwise directed by the teacher or Principal.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Mary's School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of our efforts in Grade 2. In accordance with Archdiocesan guidelines, candidates for first Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Student Directory

Within the first month of the school year, each family receives a Student Directory listing students' and parents' names, addresses, home telephone numbers, and email addresses. The Student Directory should be used to acquaint parents with the names of their children's classmates.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Unless every child in the class is being invited, invitations for slumber parties or birthday parties should be sent to the homes of the student via U.S. Mail or email.

Birthday Observances

We delight in celebrating each child's birthday. On each child's birthday (or closest designated day), each child is invited to the Principal's office to receive a birthday pin and many congratulatory greetings. One day per month children in Grades PreK – Grade 4 will share a small treat with their class.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor replacement. School textbooks used by the student must have a proper book cover. No writing in textbooks is permitted. The student will pay a fine or replacement fee for damaged or lost texts before any final report cards, transcripts, or diplomas are presented.

Uniforms and Dress Code

St. Mary's School uniform is designed to provide students with a sense of pride about themselves. Summer uniforms will be worn during the months of September and October (until Columbus Day), May and June. Winter uniforms will be worn during the months of December, January, February and March. The "regular" dress uniform should be worn during all months and at special Masses and school performances.

Uniform components (pants, shorts, skirts, jumpers, blouses, sweaters, shirts, sweater vests) may be purchased at

J.B. Edwards Uniforms
39 Cummings Park
Woburn, MA

All students are expected to report to school each day wearing the required uniform. There will be out-of-uniform days, which will be announced during the course of the year. On these days, clothing should be neat and appropriate for school. *A good rule to follow: If you think you shouldn't wear it, you shouldn't.*

Parents are primarily responsible for seeing that each student arrive to school groomed properly and wearing the appropriate clothing.

Extreme or trendy hairstyles are not permitted. Boys' hair must be cut at or above the shirt collar.

Earrings for girls are limited to stud or small hoops only; boys are not permitted to wear earrings in school.

Other jewelry is limited to religious medals or crosses and watches.

Hats are not allowed in the school building.

Headbands and/or ribbons should be appropriate colors to match or coordinate with the uniform.

Uniform Guidelines

Regular Dress Uniform

GIRLS K – 6

- Plaid jumper
- Short/long sleeve white or yellow cotton blouse with Peter Pan collar
- Navy blue knee socks/tights
- Flat rubber-soled shoes (navy, black, brown)

GIRLS 7 – 8

- Navy blue uniform skirt (to the knee)
- Short/long sleeve oxford shirt
- Navy blue or grey pullover sweater or sweater vest with school logo
- Navy blue tights
- Navy, black or brown shoes (heels may not be higher than 1")

BOYS K – 6

- Navy uniform pants
- Short or long-sleeve white or blue shirt
- Navy pullover sweater or sweater vest with school logo
- Navy tie
- Crew socks (must cover the ankle)
- Shoes

BOYS 7 – 8

- Navy uniform pants
- Short or long-sleeve white or blue shirt
- Navy or grey pullover sweater or sweater vest with school logo
- Navy tie
- Crew socks (must cover the ankle)
- Shoes

Summer Uniform

- St. Mary's Polo shirt (tucked in)

- Uniform navy blue shorts
- White crew socks (must cover the ankle)
- Sneakers (fastened)

Boys may continue to wear navy pants with the St. Mary's Polo shirt. However, shoes must be worn with pants.

A navy blue skort is also available for the girls. The skort must be worn at knee-length. Girls may choose to wear knee socks and shoes or crew socks and sneakers with the skort.

Winter Uniform

The winter uniform is the same as the dress uniform except that girls are allowed to wear navy blue uniform pants in place of the navy skirt/jumper.

Boys are NOT allowed to wear work boots in place of shoes.

Physical Education Uniform

BOYS/GIRLS K – 4

- St. Mary's sweatpants (shorts for summer uniform)
- St. Mary's tee shirt
- St. Mary's sweatshirt
- Sneakers with crew socks (socks must cover the ankle; sneakers must be fastened)

BOYS/GIRLS 5 – 8

- **New** St. Mary's warm-up suit (jacket and pants)
- SMS tee shirt
- Sneakers with crew socks (socks must cover the ankle; sneakers must be fastened)

Safety and Well-Being

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- Child's name
- Name of doctor prescribing the child's medication
- Dose
- Frequency
- Date

School Safety

St. Mary's School provides a safe environment for all individuals. Verbal or written threats made against the physical or emotional well being of any individual are taken very seriously. Students making such threats face detention, suspension and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension and/or expulsion.

Engagement in online blogs may result disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

Bullying

St. Mary of the Annunciation School acknowledges that its purpose for existence is rooted in the mission of the Church. In fulfilling its role within the educational mission of the Church, the School must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations. Each child must be challenged to reach his/her full potential by fostering in each child a love of learning and by providing an environment that also fosters respect and understanding of one another. In this regard, it is essential that a safe, positive and productive educational environment be established where students can attain the highest academic achievement and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other similar disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and the School's ability to educate its students in a safe and embracing environment. The School's Staff is expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Bullying in any form will not be tolerated at St. Mary's. We are in full compliance with the Massachusetts laws and have filed our plan with the local police. Our comprehensive plan is posted on our website with all appropriate reporting forms.

Our school policy requires that after the first offense, offending students will be issued a "Bullying Slip" for every bullying offense. This slip must be returned with a parent signature. In addition, each

offense carries additional consequences. Lists of consequences for bullying are clearly posted in each classroom. They are as follows:

1. Verbal warning
2. Detention
3. Teacher/Parent/Child conference
4. In-house suspension
5. Principal/Pastor/Family conference

**A written note of apology to the victim must be written for every offense.

Both parents and students are asked to sign anti-bullying pledges at the beginning of each school year. (See *Appendix*)

Photography and Publicity

We often take pictures of the students as they work or participate on special events. These photographs may be displayed around the school, placed on the website, or printed in brochures, newsletters, or the local newspapers. If you do not wish your child be in these pictures, please notify the school in writing.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function or field trip face suspension and/or expulsion.

Title IX

St. Mary's School adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Asbestos

St. Mary's is in compliance with state laws regarding to asbestos awareness and regulation. Documentation is available at the school office.

Child Abuse Laws

St. Mary's School abides by the Child Abuse law of the state of Massachusetts. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Volunteers

All individuals who volunteer in the school must complete the Volunteer Sign-Up Sheet and should wear a badge identifying them as a visitor. All volunteers must complete the mandated Archdiocesan background check. Preschool siblings are not allowed to accompany parent volunteers to school or on field trips.

Fire Drill Procedures

The fire drill procedure is posted in each classroom. Students and teachers will become familiar with the procedures and know the exact details for exiting the building. The first official fire drill will occur during the first week of school.

At the sound of the alarm, students will file out of the classroom in silence. The student nearest the door should lead the class; others should follow in a single line. It is important that students do not run, push or talk during the exiting of the building. Teachers or fire personnel may need to give directions or instructions, so all need to remain alert during the drill.

If a student is in another room apart from his/her class (bathroom, nurse, etc.), he/she should leave the building by the nearest exit and join his/her class at the designated spot outside.

Crisis Plan

St. Mary's has implemented a crisis plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such emergency, parents will be contacted through the Connect-Ed telephone system.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and email account listed on a student's file via the Connect-Ed telephone system.

Lost and Found

Any items found in the school building or on the school grounds should be given to the school secretary to be placed in the Lost and Found box. Items placed in the Lost and Found remain there for 30 days, at which time they will be recycled.

Right to Amend

St. Mary's School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the envelope system or posted on our website.

APPENDIX

Name _____

Homeroom _____

PARENT/STUDENT SIGNATURE PAGE
(ONE PAGE PER STUDENT IS REQUIRED)

- I have read the 2011-2012 Parent/Student Handbook and agree to follow the school policies and procedures as stated. (If child is unable to read the Handbook, parents may explain the applicable policies to the student.)

Parent signature

Date

Student signature

Date

- I have read, understand and agree with the Anti-Bullying Pledge and Policies.

Parent signature

Date

Student signature

Date

- I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to St. Mary's School's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Parent signature

Date

Student signature

Date

- I have read the Walking Field Trip Permission Slip and agree to its contents.

Parent signature

Date

This form must be signed and returned to every child's teacher by
SEPTEMBER 12, 2011

Additionally, the following Emergency Health Information sheet must be filed for each student. It is also due by September 12.

MELROSE SCHOOLS

Confidential Student Health and Emergency Information Sheet

Student's Name: _____ Teacher/Grade: _____

Address: _____

Date of Birth: _____ Sex: Male/Female Primary Language: _____

Resides with: _____ Home Telephone #: _____

Mother's Name: _____ Father's Name: _____

Mother's Home Telephone #: _____ Father's Home Telephone #: _____

Mother's Work Telephone #: _____ Father's Work Telephone #: _____

Mother's Cell Phone #: _____ Father's Cell Phone #: _____

Does your child have health insurance? Y N (circle one)

Health Insurance Company _____ Policy #: _____

If you don't have health insurance, Massachusetts has health insurance plans that will provide uninsured children with affordable healthcare (restrictions may apply). Please contact your school nurse for more information about these programs. All communications are confidential.

Does your child attend a before or after school program or have a sitter? (Y/N) If Yes, please provide the contact name and telephone #: _____

Dentist's Name: _____ Telephone #: _____

How often does your child visit the dentist? ___once a year ___twice a year ___has never been

I give the school nurse permission to administer the following when appropriate (circle the meds that you agree with): Acetaminophen (Tylenol), Diphenhydramine Hydrochloride (Benadryl) for insect bites/stings, Ibuprofen (grades 6-8) only, Cough drops (Grades 5-8)

Please circle all of the following that apply to your child:

Heart condition	Diabetes	Asthma	Seizure Disorder	ADHD/ADD
Migraines	Depression	Kidney disease	Frequent ear infections	Rheumatic fever

Speech Problems (specify) _____

Hearing problems (specify) _____

Vision problems (specify) _____

Allergies (specify-food, environment, medication, insect) _____

Other (specify) _____

In case of an emergency, and we are unable to reach the contacts above, please list alternative contacts who will assume responsibility and transportation:

Name: _____ Relationship: _____ Tel. #: _____

Name: _____ Relationship: _____ Tel. #: _____

In case of an emergency, we will attempt to contact the parent/guardian before calling the student's primary care provider (physician). Your child will be transported by ambulance to an emergency facility if necessary.

Physician's Name: _____ Telephone #: _____

In case of injury, I give permission for my child to be treated by a physician.

List all the medications your child takes: _____

I give permission to the school nurse to share the information relevant to my child's health condition with appropriate school personnel when needed to meet my child's health and safety needs. I give permission to exchange information with my child's primary care physician for the purpose of referral, diagnosis or treatment.

Signature of Parent/Guardian _____ Date: _____

St. Mary's School
4 Myrtle Street
Melrose, MA 02176

STUDENT ANTI-BULLYING PLEDGE

We, the students of St. Mary's School, agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, or nationality.

Bullying can be pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing," or any other rationalization. The victim is never responsible for being the target of a bully.

By signing this pledge, I agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents nor be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies and discussions concerning bullying.

I acknowledge that whether I am being a bully or I see someone being bullied, I am equally guilty if I do not report or stop the bullying.

St. Mary's School

**4 Myrtle Street
Melrose, MA 02176**

PARENT ANTI-BULLYING PLEDGE

We, the parents of St. Mary's School, agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, or nationality.

Bullying can be pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing," or any other rationalization. The victim is never responsible for being the target of a bully.

By signing this pledge, I agree to:

1. Keep our children and ourselves informed and aware of school bullying policies
2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with our children their feelings about schoolwork, friendship, and relationships.
4. Inform faculty of changes in our child's behavior or circumstances at home that may change a child's behavior in school.
5. Alert faculty if any bullying has occurred.

St. Mary's School
4 Myrtle Street
Melrose, MA 02176

WALKING FIELD TRIP PERMISSION SLIP

This permission slip is to allow my child _____ in Grade _____ to participate in all walking field trips for the school year 2011 – 2012. This includes, but is not limited to trips to the Police Station, Fire Station, City Hall, Memorial Hall, the Knights of Columbus Hall, and Heavenly Licks. This permission slip also includes permission to walk to the Melrose Family YMCA for the winter gym class.

I understand that I will be notified of all such trips via the monthly newsletter. I also understand that there is a separate permission slip involving all bus trips.

I request that St. Mary's School allow my son/daughter as stated above to participate in all walking field trips.

I individually, and as a parent/guardian of my child, for ourselves and for our heirs, executors and administrators, hereby release and forever discharge the Roman Catholic Archbishop of Boston, a Corporation Sole, or as applicable the Board of Trustees/Directors of St. Mary's School its Principal, teachers, instructors, volunteers, priest/chaplain, employees and agents and each such persons and such entity's agents, representatives, successors or assigns from any and all claims and causes of action, including but not limited to claims for personal injury which I, individually and as parent or guardian of my child, may have arising out of or in any way related to the administration of the medications referenced herein.

I also state that I am not aware of any health reasons, which would prohibit or limit my child's participation in this field trip, activity or event.

St. Mary's School
4 Myrtle Street
Melrose, MA 02176

TELECOMMUNICATIONS USE AGREEMENT

St. Mary's School is pleased to make available to students access to the Internet, the worldwide network worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for St. Mary's School to be able to continue to make Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Acceptable Use and Internet Safety Policy of St. Mary's School and the Internet Provider that provides Internet access to St. Mary's School. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. St. Mary's cannot provide access to anyone who, if under the age of 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding Internet use. If you have any questions about these provisions, you should contact the Principal. If any user violates this Policy, the staff member's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but also are agreeing to report any misuse to the Principal. Misuse means any violations of this Policy or any other use that is not in this Policy that has the effect of harming another or his or her property.

II. TERM OF PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which he or she has agreed, will have Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students at St. Mary's School before they are given access to the Internet.

III. ACCEPTABLE USES and INTERNET SAFETY POLICY

A. Educational Purposes Only

St. Mary's School is providing access to the Internet only for educational purposes. If you have any doubt whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Acceptable Use

The purpose of the Internet is to facilitate communication in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain an eligible user, the use of the account must be in support of and consistent with the educational objectives of St. Mary's School.

C. Privilege

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in the cancellation of this privilege.

RESPONSIBLE USER

A responsible user of the Internet may keep an account as long as the user is a staff member or student in St. Mary's School.

A responsible user may:

- Use the Internet to research assigned classroom projects
- Use the Internet to send electronic mail (email) to other users only when corresponding on school projects
- Use the Internet to explore other computer systems

A responsible user may:

- NOT use the Internet for any illegal purposes
- NOT use Instant Messaging
- NOT sign onto social networks, i.e. *MySpace.com*, *Friendster.com*, etc.
- NOT randomly search the Internet without a teacher's express consent
- NOT download images, files, or music without a teacher's express consent
- NOT participate or generate hate mail
- NOT use the network to access obscene or pornographic material
- NOT use impolite or abusive language
- NOT violate the rules of common sense of etiquette
- NOT change computer files that do not belong to the user
- NOT receive copyrighted material without permission

Note that system administrators have access to all user accounts, files, etc. including email.

By signing this agreement you acknowledge that you:

- Understand the rules and regulations of St. Mary's School Acceptable Use Policy
- Realize that if the rules are violated, your privileges will end
- Understand there will be no second chances.

UNACCEPTABLE USES OF THE NETWORK

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law

Don't transmit offensive or harassing messages; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property

For example, don't engage in defamation (Harming another's reputation by lies); employ another's password or some other uses identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm virus, "trojan horse," or "time bomb" or other harmful form of programming vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and the computer network or other networks on the Internet

For example, don't disclose or share your password with others; don't impersonate another user.

4. Uses that are commercial transactions

Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

NETIQUETTE

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses which may be offensive to others. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

A. General Warning: Individual Responsibility of Parents and Users

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name, or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-t-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities

It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

E. Active Restrictive Measures

St. Mary's School, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

V. PRIVACY

Network and Internet access is provided as a tool for your education. St. Mary's School reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of St. Mary's School and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which St. Mary's School may refuse to reinstate for the remainder of the student's enrollment in St. Mary's School. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. St. Mary's School may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

St. Mary's School makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this policy, users are taking full responsibility for his or her use, for the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold St. Mary's School, the Internet Service Provider that provides the computer and Internet access opportunity to St. Mary's School, and to all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access its computer network and the Internet, including but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of the user's use of his or her access to its computer network and the Internet, whether that use in on a School computer or on another computer outside St. Mary's network.

VIII. UPDATES

Users, and if appropriate, the users parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If, after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

See Parent's and Student's Agreements on the following pages.

STUDENT'S AGREEMENT

*Every student, regardless of age, must read and sign below.**

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to St. Mary's School's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

**young pre-readers/writers: Parent/Guardian must sign the statement indicating they have explained to their child in full what is and is not acceptable in regards to proper Internet use.*

If I am signing this Policy when I am under 18, I understand that when I turn 18, this Policy will continue to be in full force and effect and agree to abide by this Policy.

PARENT'S OR GUARDIAN'S AGREEMENT

To be read and signed by parents or guardians of students who are under 18.

Student's name

As the parent of legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of St. Mary's School Acceptable Use and Internet Safety Policy for the student's access to the Internet.

I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy.

I am therefore signing this Policy and agree to indemnify and hold harmless St. Mary's School and the Data Acquisition Site that provides the opportunity to enter the Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy.

Further, I accept full responsibility for supervision of my child or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access St. Mary's School computer network and Internet.

St. Mary's School
4 Myrtle Street
Melrose, MA 02176

ABSENCE/TARDY SLIP

Date: _____

Name of Student: _____

Homeroom _____

Absent/Tardy on _____
Month Day(s) Year

The reason for this absence/tardy is

Illness: Yes _____ **No** _____

If **Yes**, please circle all that apply.

- | | |
|--------------------------|-------------|
| Fever (100.4° or higher) | Sore throat |
| Cough | Runny nose |
| Vomiting | Diarrhea |

Other (please explain) _____

If **No**, please explain the reason for the absence/tardy.

Signature of Parent/Guardian: _____

Telephone Number: _____
Home Work

This form is due on the day after an absence or on the day of the tardy. No other note is acceptable.

Time of arrival at school: _____

Do not write in this space. For office use only. S.N. _____ Date posted _____

St. Mary's School

4 Myrtle Street
Melrose, MA 02176

DISMISSAL SLIP

Date: _____

Name of Student: _____ Homeroom _____

will be dismissed on _____
Month Day(s) Year

at _____ o'clock.

The reason for this dismissal is

Signature of Parent/Guardian: _____

Telephone Number: _____
Home Work

This form is due on the day of the dismissal. No other note is acceptable. When appropriate, a Doctor's/Dentist's note must accompany a dismissal slip.

Do not write in this space. For office use only. S.N. _____ Date posted _____

St. Mary's School

4 Myrtle Street
Melrose, MA 02176

FIELD TRIP PERMISSION SLIP

Today's Date

I, as a parent or guardian, give permission for _____
(Student's first and last names)

To attend _____ on

(Event and Place)

_____ from _____ until _____ for

(Date)

(Time)

(Time)

(Reason for the field trip)

I agree to the mode of Transportation: _____
(Bus Company, Walking, MBTA, etc.)

Place of Departure: _____
(Where)

Place and Time of Return: _____ about _____
(Where) (Time)

Teacher(s) in charge: _____

Students will be accompanied by an appropriate number of adults: teachers, aides, parents, or school volunteers.

I on my behalf, individually and as a parent/guardian of my child and on behalf of my child, our heirs, executors and administrators, hereby release and forever discharge the Roman Catholic Archbishop of Boston, a Corporation Sole, or as applicable the Board of Trustees/Directors of St. Mary's School its Principal, teachers, instructors, volunteers, priest/chaplain, employees and agents and each such persons and such entity's agents, representatives, successors or assigns from any and all claims and causes of action, including but not limited to claims for personal injury which I, individually and as parent or guardian of my child, may have arising out of or in any way related to the aforementioned field trip, activity or event.

I also state that I am not aware of any health reasons, which would prohibit or limit my child's participation in this field trip, activity or event.

IN CASE OF INJURY I GIVE PERMISSION FOR MY CHILD TO BE TREATED BY A PHYSICIAN.

Allergies Emergency Personnel should be aware of: _____

I am a parent/guardian authorized to sign this form.

Parent/Guardian Name: _____
(Please print)

Address: _____

Telephone: _____
(Home/Cell) (Business)

Emergency Contact: _____
(Name)

Telephone: _____
(Home/Cell) (Business)

Required:

Parent/Guardian Signature:
