

Saint Mary Academy Student Handbook 2010-2011

The purpose of this handbook is to acquaint students and parents with the policies and procedures that must be followed in order to keep our school running smoothly and safely. Please familiarize yourself with the information contained in this handbook and keep it available for reference.

Mission and Philosophy

St. Mary Academy is a Catholic faith community dedicated to the education and growth of children in an atmosphere of peace, justice and love. This mission is grounded in a program which emphasizes faith development, personal responsibility, mutual respect, academic achievement and service to others. Each child is encouraged to develop his own gifts to their fullest potential while appreciating and supporting the uniqueness of each person.

The teachings of Jesus Christ are our foundation; therefore, Christian values, spiritual development and practice of our Catholic faith are fundamental to our academic program. Every child is unique, therefore, our academic program provides for individual learning styles, talents, abilities, personalities and backgrounds. A variety of methods of assessment are be used to measure student learning.

We believe that children learn best in an environment which is safe, nurturing, orderly and respectful. We believe that children learn best through a variety of teaching methods and styles and that it is important for children to recognize their strengths and weaknesses and take responsibility for their own learning. We believe that children learn best when teachers are caring, nurturing, well-informed and well-prepared and when parents understand and actively support the school's goals. We believe that children learn best when there are high standards for personal academic achievement and behavior.

History

Catholic education began in Dover with the arrival of the Sisters of Mercy in 1883. They opened the Sacred Heart School for girls and St. Joseph School for boys. The latter was soon turned over to the Brothers of Christian Education. In 1912, the two schools merged and moved into a new building at 222 Central Avenue and it was named St. Mary Academy.

At about the same time, St. Charles School, staffed by the Sisters of the Presentation of Mary, was opened to serve the French-speaking children of Dover. In 1968 St. Charles School was destroyed by fire and St. Charles and St. Mary's joined together as Dover Catholic School.

In 1989, the school was rededicated to the Blessed Mother and reverted to its original name – St. Mary Academy.

Accreditation

St. Mary Academy is fully accredited by the New England Association of Schools and Colleges.

St. Mary Academy Admission Policy

Admission to St. Mary Academy, a private, parochial school, operated under the Diocese of Manchester is a privilege but not a right that is afforded to qualified applicants. Admission is granted at the discretion of the Principal and/or the Admissions Committee.

Pre-K and K

Admission to Pre-Kindergarten and Kindergarten is on a first-come, first-served, space available basis, with first priority given to families with children already in the school. Admission for new families begins with an application period in November. Pre-K and Kindergarten applications must include the application form, signed copy of the Mission Statement, birth certificate and baptismal certificates (Catholics only) and a \$50.00 application fee.

A child must be 4 years of age by September 30 to be eligible for entrance to Pre-K and must be 5 years of age by September 30 to be eligible for acceptance to kindergarten. Before the school year begins, a record of completed immunizations or a medically verified plan for completion, or a medical or religious exemption, and a record of a physical exam by a medical doctor must be submitted.

Immunizations

According to the State of New Hampshire Department of Health and Human Services, the minimum requirement for children entering school are:

DTP/DT/DTaP/Td/Tdap

Less than 7 years of age – Four or five doses given at acceptable intervals are required for school entry with the fourth or the fifth dose given on or after the 4th birthday.

Greater than 7 years of age – Five doses as described above, or three or four doses with the last dose given on or after the 4th birthday.

11 years of age or older, and 5 years since last tetanus-toxoid containing vaccine - One-time dose of a Tetanus, diphtheria, acellular pertussis (Tdap) vaccine, except if the child has a medical contraindication to pertussis vaccine, in which case the child shall receive Tetanus, diphtheria toxoid (Td) vaccine;

Polio

Three doses of an **all** IPV or **all** OPV schedule. The last dose must have been administered after the 4th birthday, or four valid doses of any combination of eIPV and/or OPV regardless of age at administration.

If a combined IPV/OPV schedule was used, 4 doses are always required to complete the primary series, even if the 3rd dose was administered after the 4th birthday.

MMR

Two doses of measles-mumps-rubella containing vaccine given with Dose 1 on or after 12 months and Dose 2, minimum of 4 weeks after the first dose.

Hepatitis B

Born on or after 1/1/93 – three doses with Doses 1 and 2 separated by at least 28 days. Dose 3 shall be administered on or after age 24 weeks and be separated by a minimum of 16 weeks from the first dose and 8 weeks from the second dose.

Varicella (Chicken Pox)

Entry into Kindergarten, 1st, 6th grades - Two doses or documentation of immunity. Documentation of immunity by confirming laboratory test results is required for incoming kindergarten students and history of disease as reported by health care provider, or parent, is acceptable for 1st grade through 12th grade

2nd grade through 5th grade, 7th and 8th grade - One dose of varicella vaccine. Two doses, if first dose was administered at 13 years of age or older.

Children not in compliance with these requirements must be excluded from school, unless documentation of medical or religious exemption is provided.

Grade 1

It is important to note that admission to the Pre-K and/or Kindergarten programs does not guarantee admission to the first grade. In the event that there are more applications for first grade than there are seats available, priority will be given based on the following criteria:

- I. Children whose parents are registered, active members of a Catholic parish in the Diocese of Manchester and who are already enrolled in the school.
- II. Children who have siblings in the school and who are already themselves, enrolled in the school.
- III. Children whose parents are active members of a Catholic parish in a neighboring diocese and who are already enrolled in the school.
- IV. Children from Catholic families who are *not* active in their parish but who are already enrolled in the school.
- V. Children who are relocating from another Catholic school.
- VI. Children of other faiths who are already enrolled in the school.

- VII. Children whose parents are active members of a parish in the Diocese of Manchester and who are *not* already enrolled in the school.
- VIII. Children who have siblings in the school and who are *not* already enrolled in the school.
- IX. Children whose parents are active members of Catholic parishes in a neighboring diocese and who are *not* already enrolled in the school.
- X. Children from Catholic families who are *not* active in their parish and not already enrolled in the school.

All other applicants will be accepted on a space available basis, at the discretion of the Principal and/or the Admissions Committee.

Those families already in the school who are applying for admission to first grade are expected to return all requested forms and information by the date requested. Those returning materials late may be placed on the waiting list.

Applications for 1st grade from children not enrolled in the school will be accepted beginning during Catholic Schools Week, which is the last week in January. Required documentation includes:

- Kindergarten progress reports
- School Recommendation form
- Health Records (see above)
- Any relevant testing

Grades 2-8

Application for Grades 2-8 will begin during the last week of January – Catholic Education Week.

The following documentation is required at the time of application:

- Application
- Application fee of \$50.00
- Copy of birth certificate
- Copy of baptismal certificate (Catholics only)
- School Records including:
 - Report cards
 - Standardized test scores
 - IEP or 504 plan (if applicable)
 - School recommendation form
 - “Permission to Contact Teacher” form
 - Essay – “Why do you want to attend St. Mary Academy” (Grades 5-8)

No application will be complete until all documentation is provided. St. Mary Academy reserves the right to request the withdrawal of a student if the parents or guardians fail to provide the documentation required, or misrepresent any fact, or alter or modify any documents submitted. A parent of guardian refusing to withdraw a student at the request of the Principal may lead to the expulsion of that student.

Admission to St. Mary Academy shall not be determined based upon an applicant's race, national origin or socio-economic background.

All admissions decisions are conditional and admitted students are enrolled on a trial basis for 90 days. During this period of probation, the school may evaluate whether the student is a suitable candidate for final acceptance into the St. Mary Academy community, based upon both objective and subjective criteria to be determined at the discretion of the Admissions Committee and/or the Principal. This conditional period may be extended if the Principal, upon the advice of the teacher(s), deems that the school is unable to adequately determine whether the student is eligible for final acceptance.

Upon completion of the probationary period, any student whose conditional acceptance is not revoked shall be deemed to be fully and finally accepted as a student at St. Mary Academy, subject, of course, to compliance with the policies, procedures and rules contained in the Student Handbook.

Enrollment of a child at St. Mary Academy is the beginning of a long-term relationship between the school and the family. It is important that this relationship be supportive, trusting, respectful, and cooperative. The school reserves the right to deny admission to a child if it believes that such a relationship does not or could not exist. Furthermore, if at any time, this relationship breaks down, parents can be required to withdraw their child from the school.

Admission may also be denied if it is determined that, due to limitations of staffing, facilities or finances, that the school will be unable to meet the needs of a child and provide him/her with a fulfilling educational experience.

Parent-School Partnership

Cooperation between parents and the school is vitally important to the success of our students. A spirit of mutual cooperation is essential. Inevitably, however, disagreements and misunderstandings will occur. When a problem does arise, we at St. Mary's will make every effort to resolve the problem to your satisfaction. Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

If a problem involves routine procedures such as homework, class assignments, classroom and playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school

where a message will be given to the teacher to return your call, a note to the teacher, or an e-mail. For a variety of reasons, parents should not attempt to discuss such matters in front of other students while the teacher is on duty during the regular school day.

If the problem is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. We will make every effort to respond as quickly as possible.

All staff members of St. Mary Academy promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically and physically, and for his or her fellow students.

Parents and guardians are expected to show the same concern and respect for the staff of St. Mary Academy, as well as the other children and families of our community. We will not tolerate assaults or harassment of staff members, students or parents. Nor will we tolerate intimidation or verbal abuse of any member of the community – in person or writing.

Enrollment of a child in the school implies a partnership between the school and the parents/guardian. If the partnership breaks down, parents can be required to withdraw their child from the school.

School Hours

Pre-K – 8:30 a.m.-11:15 a.m. (arrival 8:15 - 8:30)

Kindergarten, ½ day – 8:15 a.m.-11:15 a.m. (arrival 8:00 - 8:15)

Kindergarten, full day – 8:15 a.m.-2:15 p.m. (arrival 8:00 - 8:15)

Grades 1-8 – 8:15 a.m.-2:30 p.m. (arrival 8:00-8:15)

Children who are not picked up within 10 minutes of dismissal will be placed in the after-school program and parents will be charged accordingly. Jr. High students will be supervised between 2:10 p.m. and 2:30 p.m.

Attendance

Students are expected to be in school, except in cases of illness, injury or family emergency. Work missed due to these causes should be made up as soon as possible. In the event of an extended absence, we suggest that parents arrange a conference with the teacher to make arrangements for the child to complete work missed.

If your child is absent, you must call the office to report the absence before 8:30 a.m. You may leave a message on the answering machine if you call before 7:30 a.m. The number at the main school is 742-3299. Parents will be called if an absence is not reported by 9 a.m.

We strongly encourage parents to schedule family vacations during school vacation time. Instruction, discussions, hands-on activities, and special activities cannot be made up by paperwork alone. It is virtually impossible to make up everything which happens in the classroom, so it is quite possible that grades will be impacted negatively by such an absence.

If you decide to take an unscheduled vacation, the following procedures will be followed:

- Teachers will collect assignments for the student while away and give them to the child upon his return. Teachers will not be expected to run off papers ahead of time nor can students make up assignments before the rest of the class receives them. For every day that the child is absent he/she will have one day to make up the work. Thus, if a child is absent for five days, five days will be allowed to make up work. After that, no credit will be given. However, if it is at the end of a grading period, it may be necessary to shorten that time. Tests which have been missed will be taken on the first day back at school.
- Teachers will not be expected to re-teach the material the child has missed while on an unscheduled vacation. You, the parent, will have to help your child to understand the material.
- The child must present a note from the parent to the principal and the teacher at least one week in advance of the unscheduled vacation.

Please note that this policy applies only to vacations taken during the school year. Other circumstances such as extended illness or family emergencies will be handled on a case-by-case basis, at the discretion of the teacher and administration and in consultation with the student and parents.

If you wish to request work for a child who is absent, please notify the office before 9 a.m. This gives the teacher sufficient notice to prepare the assignments.

Kindergarten and Pre-K parents should call directly to the Kindergarten building to report absences. The number is 740-7433.

Children who arrive after the bell rings will be considered tardy. Any child who arrives at school after the bell has rung must check in at the office and get a tardy slip. Students who are late because their school bus is late are not considered tardy. *Any student who is tardy or dismissed more than three times in any term will not be eligible for perfect attendance.* This pertains only to unexcused tardies/dismissals.

Excessive absence or tardiness will result in a phone call and appropriate action will be taken by the administration. More than five unexcused tardies in a trimester will result in a detention. An excused tardiness is defined as a doctor's appointment or family emergency. An excused absence must be verified by a note that is sent in to school from the doctor or parent. Administration has the final decision on unexcused and excused absences, tardiness and dismissals.

Students dismissed prior to 11:30 a.m. will be marked as ½ day absent. Requests for early dismissal should be made in writing. Students arriving after 11:30 a.m. will be marked as ½ day absent. Students must be at school for a minimum of three hours to receive credit for a full day of school.

If a student is absent, he/she will not be eligible to participate in extracurricular activities on that day, except by permission of the Principal.

Visitors to the School

All visitors to the school must report to the office, sign in and receive a visitor's name tag. If you need to discuss something with a teacher, please make prior arrangements to do so. During arrival and dismissal, teachers are responsible for the children in their care. It is not reasonable to expect them to have a parent conference at this time. Please make an appointment to meet with the teacher at a time that is convenient for both of you. Forgotten books, lunches, etc. should be delivered to the office, not the classroom.

Telephone Calls

We strongly urge you to make all arrangements for after-school activities before your child arrives at school in the morning. If your plans change, please call the office and a message will be delivered to your child. Children will not be called out of class to take phone calls.

Students are allowed to make phone calls when it is deemed necessary. We reserve the right to make a judgment about the necessity for such calls.

Returning to School After Dismissal

We encourage students to pack their schoolbags thoughtfully and to make every effort to include everything they need for the evening's homework. However, we realize that, from time to time, we all forget something. Students may return to their classroom for forgotten items under the following conditions. They *must be accompanied by an adult (or under the supervision of an after-school staff member)*. Parents picking up children at after-school may retrieve forgotten items, with the permission of the after-school teacher. Those returning who are not in after-school must check in at the office when they arrive and check out when they leave the building. This privilege may be revoked if a child regularly forgets items.

Elevator

The elevator is available for use by staff, parents and other visitors to the school. Students may use the elevator only with express permission of a staff member. If a child has an injury which warrants use of the elevator, *parents must send a note requesting elevator privileges*. Please note the anticipated length of time that the privilege is expected to last.

Change of Address

At the beginning of each school year we ask you to fill out an emergency contact form. This enables us to reach you in the event of an emergency concerning your child. In the event of any changes in this information, please notify the office immediately.

Custody Issues

It is the responsibility of the parents to keep the school current with regard to any custody arrangements arising out of divorce or separation. The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Weather Related School Cancellation

St. Mary's complies with decisions of the Dover School Department with regard to weather related cancellations. Announcements can be heard on the following radio stations:

WTSN – 1270 AM WERZ – 107.1 FM
WOKQ – 97.5 FM WHEB – 100.3 FM

Cancellations will also be on Channel 9 – WMUR-TV and on the school website www.saintmaryacademy.org .

Extended Care Programs are not available when school is cancelled.

In the event of a Delayed Start, the Before-School Program will begin at 8 a.m. and the After-School Program will run until 5:30 p.m., as usual.

In the event of an early dismissal, there will be no After-School Program. All children must be picked up at the early dismissal time.

On Delayed Start days, there will be no half-day kindergarten or Pre-K. If extended care is needed for half-day Kindergarten and Pre-K children, they may use the Before-School Program beginning at 8 am.

The full-day kindergarten program will begin at 10:15 a.m. with before school care beginning at 8 a.m.

Medications

All medications will be dispensed by the school nurse or a person designated by her. Medications should be sent to the school nurse in a properly labeled container with directions for administration. Students may not carry any medication with them, with the possible exception of inhalers. The decision about whether or not inhalers may be carried will be made jointly by parents and the school nurse.

Some students with severe allergies may need to carry Epi-pens.

Lunch Program

Hot lunch is available on a weekly basis. Payment must be made on the Wednesday prior to the week that hot lunch is desired. Milk may be purchased on an annual basis, at the beginning of the school year.

Hot lunch is not available for Pre-K or Kindergarten students.

Guidance

The school provides guidance services to those students who need them. From time to time guidance counselors are asked to mediate social conflicts or to provide a listening ear to a student who is upset. The guidance counselors may see a student no more than three times without the parents being notified. In serious situations, parents will be notified immediately.

If parents feel it would be advantageous for a child to meet with a guidance counselor, this can be arranged by calling the school and leaving a message for a guidance counselor to call.

Textbooks

Students are expected to take proper care of the textbooks which are given to them for their use during the school year. Books should be carried to and from school in a school bag and *book covers are required at all times*. If a book is damaged beyond normal wear and tear or is lost during the year, parents will be billed for all or part of the replacement cost of the book.

Electronic Devices

Cell phones and other electronic devices are not allowed at school. If it necessary to bring such a device to school, it must be left in the office while the student is at school. If the student needs to make a call, the office phone is available with the permission of the teacher or administration.

Use or possession of an electronic device will result in confiscation of the device by a teacher or administration and an automatic detention for the student. In the event that a device is confiscated it must be retrieved by a parent from the Principal or the Assistant Principal.

Technology Policy

The school has a technology policy which is sent home for parent signatures at the beginning of each school year. Copies of this policy are available by contacting the librarian or the computer instructor.

School Records

The school keeps all educational records required by state law. The school complies with the provisions of the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Parents have a right to inspect the educational records of their children. Upon request, parents may view the records in the presence of the principal or his/her designate. Parents have the right to request removal of material and, if such request is denied, to add their own written statements to the records. All requests to review records should be made in writing at least forty-eight hours in advance of the review.

Field Trips

A number of field trips are scheduled throughout the school year. In order for a child to attend a field trip it is necessary for the school to have a field trip permission slip signed by a parent. **Handwritten notes giving permission will not be accepted.**

Field trips are privileges. Students can be denied participation if they fail to meet academic and/or behavioral requirements.

Student Directory

In the fall of each year the school publishes a directory of family names and phone numbers. Prior to this, families will receive a “permission to publish” form. If you do not wish to be included in the directory you may indicate so on this form. The student directory may not be used or sold for any purpose and may not be used other than within the school community.

Community Service

St. Mary Academy expects students to perform community service as part of their development as Christians. The following are minimum expectations for each grade level:

Grades 1-4 – 4 hours/year

Grades 5-8 – 10 hours/year

Community Service forms are available in the classrooms and on the SMA website and are used to track hours.

Volunteer Program

St. Mary Academy welcomes parent volunteers and there are many opportunities to help at school. A volunteer form is sent home at the beginning of the school year that provides an opportunity to sign up.

St. Mary Academy complies with the Diocese of Manchester Volunteer requirements. All volunteers are required to

- Complete a volunteer application
- Complete and sign a Criminal Record Release Form. This form must be notarized. There is notary service available in the office for SMA families.
- Attend “Protecting God’s Children” training. Please see www.catholicchurchnh.org and click on Events Calendar for a listing of trainings.
- Read the Diocese of Manchester Code & Policy book and sign the acknowledgement form.

If you have any questions about the volunteer requirements, contact the school’s safe environment coordinator at lstudy@stmaryacademy.org .

Reporting of Sexual Abuse

Child sexual abuse is a crime in the State of New Hampshire and the Catholic Church. New Hampshire law requires that anyone who has reason to suspect that a child is being or has been abused or neglected must make a report to the Division for Children, Youth & Families (“DCYF”) of the State of New Hampshire, 1-800-894-5533. Any person who suspects or alleges child abuse on the part of a priest, deacon, employee, or volunteer of a parish, school, or institution of the Diocese of Manchester is also encouraged to make a report to the Office for Ministerial Conduct, 603-669-3100.

Church personnel – clergy, paid employees, and volunteers – have additional reporting requirements if they believe that Church personnel have sexually abused a child. To learn more about the reporting requirements, contact Lesley Cruz, the safe environment coordinator for our school, or the diocesan website under Child Safety: www.catholicchurchnh.org.

Expectations for Behavior

Saint Mary Academy’s Code of Conduct

A. Statement of Purpose

- To establish and maintain safe, caring and orderly environments for purposeful learning.
- Help the student’s grow in self-discipline, and provide the students with responsibilities as part of their education.
- To clarify and publish expectations for student behavior while at school, while going to and from school, and while attending any school function or activity at any location.
- To create a positive school culture.

B. Conduct Expectations

- Acceptable Conduct
 - Respect self, others and the school.
 - Help to make the school a safe, caring and orderly place.
 - Report to an adult, in a timely manner (in advance, if possible) of incidents of bullying, harassment or intimidation.
 - Accept responsibility for your own learning.
 - Act in a manner that brings credit to the school.
- Unacceptable Conduct
 - The following points are examples only and are not an all-inclusive list,
 - Behaviors that:
 - interfere with the learning of others
 - interfere with an orderly environment

- create unsafe conditions
- Acts of:
 - bullying, harassment or intimidation
 - physical violence
 - retribution against a person who has reported incidents
- Illegal acts, such as:
 - Theft of or damage to property
 - Possession, use or distribution of illegal or restricted substances such as firecrackers, smoking materials, drugs and alcohol
 - Possession or use of weapons
 -
- Rising Expectations

Expectations will increase for students as they become older and more mature, and as they move through successive grades. Students are expected to exhibit increased personal responsibility and self-discipline and there will be increasing consequences for inappropriate behavior.

C. Consequences

- Responses to unacceptable conduct are preplanned and consistent e.g. 3 Steps, see below
- Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive
- Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct e.g. participating in working through a “Student Redirection” paper

D. Specific Consequences - 3 Step Process

- Step 1

Verbal warning / discussion between student and staff member. When students choose not to meet behavioral expectations, there will be natural, logical and consistent consequences. Minor indiscretions are handled by staff. These consequences may include but are not limited to: correcting and teaching of appropriate behavior, quiet area to work, Buddy room (go to another teacher for time-out), detention, modification of privileges, parent communication which allows for parental input/team approach. It may also involve completion of “Student Redirection” paper where students can reflect upon their actions and consider better choices next time. Parents are informed and are required to sign the “Student Redirection” paper.

- Step 2

Conduct Referral Forms are issued for major offenses (i.e. rough play, bullying, fighting physical abuse of others, throwing objects, defiance of authority, disrespectful/abusive language) and continual defiance of school rules. Students are referred to the Assistant Principal/Principal. Parents are informed.

- Step 3

Parents are contacted for serious incidents of misbehavior or if minor incidents persist beyond step two. Depending on the severity or frequency of the misbehavior, students are given in-school or home suspensions for:

- Persistent inappropriate behavior, which disturbs or interrupts the usual, orderly operation of the school.
- Inappropriate behavior judged to have a harmful effect of the safety of other pupils.
- For the following, students can expect to be suspended immediately:
 - o fighting
 - o overt rudeness
 - o alcohol and/or drug use
 - o stealing
 - o vandalism and
 - o any action that deliberately endangers the health and safety of others.

In addition to applying natural and logical consequences for misbehavior, our discipline procedures include such methods as developing behavior contracts and counseling for pupils.

The Principal has the final decision in all disciplinary situations.

E. Notification

In compliance with the Safe Schools Act, instances of drug or alcohol possession, weapons possession, physical or sexual assault, criminal threatening, theft or other violent or criminal acts will be reported to law enforcement authorities. In such an event, parents will be notified immediately.

Our goal at Saint Mary Academy is to provide a Christ-centered atmosphere for students and staff. Discipline should be used as a guide to positive behavior and should show students:

- What they have done.
- How to solve the problem they have created, and
- Leave their dignity intact.

Your signed enrollment contract indicates agreement with our behavior policy.

Saint Mary Academy Rules

St. Mary Academy Rules have been developed to help promote a positive school culture within our school community. This list will be proudly displayed throughout the school and will serve as a daily reminder of the expectations placed on the school as a whole. Each week students will be recognized by their teachers and staff for displaying these behaviors.

Saint Mary Academy Rules

Always be honest

Proverbs 12:2

Count your blessing

Psalms 34:1-5

Bear each other's burdens

Galatians 6:12

Forgive and Forget

Micah 7:18

Be kind and tender hearted

Ephesians 4:32

Comfort one another

1 Thessalonians 4:18

Keep your promises

Romans 4:21

Be supportive of one another

Acts 20:35

Be true to each other

Revelations 15:3

Look after each other

Deuteronomy 15:11

Treat each other like you treat your friends

Matthew 7:12

But most important

Love One Another deeply from the heart

Peter 1:22

Saint Mary Academy Behavior Matrix

	Classroom	Hallways	Playground-Gym	Library-Computer Lab	Assemblies	Church	School-Wide Field Trips
Respect Ourselves	<ul style="list-style-type: none"> •Be on task •Give your best effort •Be prepared 	<ul style="list-style-type: none"> •Walk 	<ul style="list-style-type: none"> •Play safely •Follow game rules •Wear shoes •Participate 	<ul style="list-style-type: none"> •Be on task •Give your best effort •Be prepared 	<ul style="list-style-type: none"> •Sit in one spot 	<ul style="list-style-type: none"> •Sit respectfully in one spot •Dress in appropriate school uniform attire for mass 	<ul style="list-style-type: none"> •Come prepared •Listen to the teacher for safety
Respect Others	<ul style="list-style-type: none"> •Be kind •Walk •Hands/feet to self •Include others •Use polite words •Accept differences 	<ul style="list-style-type: none"> •Use quiet voice •Acknowledge others 	<ul style="list-style-type: none"> •Include others •Use designated play areas •Praise effort and good sportsmanship •Be aware of younger children •Accept differences 	<ul style="list-style-type: none"> •Quiet voices •Return books •Take turns 	<ul style="list-style-type: none"> •Eyes on speaker •Hands and feet to self •Clap hands for appreciation •Enter and exit in the gym quietly and in single file 	<ul style="list-style-type: none"> •Enter and exit quietly •Eyes on speaker at all times •Listen and participate when appropriate 	<ul style="list-style-type: none"> •Use designated doors •Speak courteously •Use your manners •Dress appropriately
Respect Property	<ul style="list-style-type: none"> •Care for school and personal property •Reduce, re-use and recycle 	<ul style="list-style-type: none"> •Appreciate other's displays •Put litter in the garbage cans 	<ul style="list-style-type: none"> •Use equipment properly •Wipe feet upon entrance to school •Put litter in garbage cans 	<ul style="list-style-type: none"> •Push in chairs •Treat books/ computers carefully •No food in computer lab 	<ul style="list-style-type: none"> •Lift and store chairs and benches with care •No food in gym 	<ul style="list-style-type: none"> •Respect all property •Do not touch papers, etc. in pews 	<ul style="list-style-type: none"> •Respect all property

Saint Mary Academy Progressive Discipline

SMA will strive to create a Positive School Culture by using Prevention and Intervention Techniques on a daily basis.

School-wide	Classroom
<ul style="list-style-type: none">• Promotion of positive school culture• Annual review of School Code of Conduct• Focus on Fully-Free initiatives• Positive attributes/accomplishments will be celebrated and recognized within school (e.g. SMA Rules recognition)	<ul style="list-style-type: none">• Teach and discuss expected behaviors and logical consequences• Commitment to careful supervision by all staff with a team approach• Recognize any appropriate behavior and give encouragement• Create a stable and consistent classroom• Modeling expectations by all staff• Record data to support decisions on consequences and ensure fairness

If a student chooses to not meet the Saint Mary Academy Code of Conduct and School Rules, they can expect to receive disciplinary action. The 3 Step Discipline Process outlines this disciplinary process. The following is a list of examples and is not an all-inclusive list of disciplinary actions.

3 Step Progressive Discipline Process

STEP 1 Staff / Classroom Level (Minor)

- Verbal warning/discussion between student and staff member
- Correcting and teaching of appropriate behavior
- Quiet area to work (Time –Out)
- Buddy room (go to another teacher for Time-out)
- Restriction of activities/privileges
- Communication with parents (e.g. phone call, conference, agenda)
- Student Redirection paper
- Teach problem solving strategies/reflection
- Behavior contracts with related/achievable goals
- Share information /consultation with Administration
- Reinforce/celebrate the improved behavior
- Detention

STEP 2 Administrator Level (Major)

- Conduct Referral Forms is issued
- Administration speaks to student and states expectations for behavior
- Review Code of Conduct and School Rules with student and / or parent
- Student Redirection paper completed by student and sent home to be signed by parent and returned
- Phone call to parent
- Letter to parent outlining concerns
- Office detention
- Supervised independent study/withdrawal from class
- Behavior contract
- Meeting with parent and / or student
- Meeting with parent and support staff
- Referral or consultation with support staff and / or community agencies
- Restriction of activities/privileges.
-

STEP 3 Administrator Level (Suspendable/Expulsion)

- Administration shall consider suspension and/or expulsion
- Parent conference with Administration
- Academic program must continue
- Student Action Plan developed
- Referral to law enforcement

Awards

Student Recognition

Student achievement will be recognized throughout the year as is appropriate. This recognition may take many different forms and should reflect growth in the child's development.

Saint Mary Academy Rules!

Rationale: School-wide Recognition Programs have been shown to be effective in influencing children to behave appropriately. For many students recognition simply reinforces their existing behavior - for others it provides motivation to improve.

Objective: To provide recognized students the opportunity to receive “prizes” and to acknowledge their positive contribution to the school.

Routine: School personnel are given a supply of citation slips. When they witness student(s) engaged in appropriate school behavior (before school, recess, lunch and after school), they give a signed slip to the student. The staff member fills in the student’s name, date, and division, and either the student or staff member deposits the slip in the folder located outside Mrs. Wood’s office.

We particularly want to acknowledge those who demonstrate the Saint Mary Academy Rules, which are posted throughout the school.

Prizes: Students who have received completed citation slips and deposited them in the folder qualify to win a prize at the end of the week. After each draw has been completed, all slips in the folder will be saved for bonus draws throughout the year.

Bullying or Harassing Behavior

Bullying or harassing behavior is a form of intentional repeated aggression against one or more students. It subjects a student to negative actions, including but not limited to insults, taunts, threats, social alienation, and rumors. This can be done physically, socially, verbally, emotionally or through the use of technology such as emails, cell phones, text messaging, instant messaging, personal web sites, YouTube postings, etc. Defamatory comments regarding the school, faculty/staff or other students may result in disciplinary action. Cyber bullying originating off school property that affects the school environment will be addressed at school.

Bullying and harassing behavior is not tolerated at St. Mary Academy. The administration investigates all complaints. Students involved in this behavior will face disciplinary action including, but not limited to, detention, loss of extra-curricular activities, suspension and/or expulsion. Police notification may be made if necessary.

Bullying/harassing offenses are cumulative from year to year.

St. Mary Academy encourages all students or parents to report instances of any known bullying/harassing behavior to teachers or administration. All reports will be kept confidential.

Academic Policy

Pre-K and Kindergarten students will receive progress reports twice a year – in January and June.

Grades 1-8 will receive report cards three times a year – in December, March and June. Grades 3-8 will also receive progress reports at the midpoint of each term.

Grading Code (Grades 1 & 2)

- √+ Exceeds Expectations
- √ Meets Expectations
- √- Needs Further Support
- / Not applicable
- M Modified
- I Improvement Shown
- A Accommodated

Grading Code (Grade 3 and 4)

A 96-100	B+ 90-92	C+ 81-83	74-0 – NI (Needs Improvement)
A- 93-95	B 87-89	C 78-80	
	B- 84-86	C- 75-77	

Grading Code (Grades 5-8)

A 96-100	B+ 90-92	C+ 81-83	D+ 72-74	F 0-66
A- 93-95	B 87-89	C 78-80	D 70-71	
	B- 84-86	C- 75-77	D- 67-69	

Conduct, effort and homework completion will be reflected on the report card. In addition, students in Grades 5-8 will receive a citizenship grade which reflects their overall behavior in situations outside the classroom such as at recess, at lunch, during transition times, etc. It reflects the child’s ability to listen to directions, cooperate with classmates, help around the classroom, show respect for teachers, classmates and school rules, and other non-academic situations.

Honor Roll Criteria

- Highest Honors all A’s or A-’s
- High Honors all A’s and no more than 2 B’s
- Honors all A’s and/or B’s

For Grade 4, in calculating honor roll, the following subjects are not considered: Art, Music, Physical Education, Computer Education, and Penmanship.

For Grades 5-8 all co-curricular (art, music, physical education, health and guidance) and skills classes (study skills, computer, library), are factored into honor roll. A student who receives a grade of C- or lower in any specials subject will not be eligible for honor roll.

Homework

The assigning of homework is recommended for pupils in Grades 1 to 8. The following time ranges serve as a guide: Grades 1-3, 10–45 minutes. Grade 4-8, 45-90 minutes per night. This matter, however, is at the discretion of the teacher.

Teachers assign homework with the hope of:

- encouraging self-discipline and responsibility.
- fostering good study habits, and
- motivating the students to want to learn more.

Homework can also keep parents informed of the work done by the students. Any work to be completed will be monitored by using the student planners.

It is recommended that all students set aside a certain time and place each day for doing school work, whether assigned or not. Homework is not a punishment. It helps students develop responsibility for their own learning.

Students who fail to complete homework assignments can expect to receive some form of disciplinary action at the teacher's discretion. The following is a list of examples and is not an all-inclusive list of actions to be taken: verbal warning, detention, restriction of activities, communication with parents, reflection of incomplete/late assignments in subject grade, Administrative referral.

Probation – Grades 5-8

Any student who fails a subject (receives an F) on a report card or receives an “unacceptable” in conduct or citizenship in any subject, will be placed on probation. Probation will result in ineligibility to participate in any extracurricular activities, including sports, clubs and other activities such as dances. At the end of three weeks, a meeting will be held, attended by the child's teacher(s), the Principal, the parents and the student, at which it will be determined whether sufficient progress has been made to allow privileges to be reinstated. If privileges are not reinstated, the next opportunity for reinstatement will be the next grade report (progress report or report card).

Promotion

Promotion of a student to the next grade will be based on his/her record of academic achievement and social/psychological maturity. Before a final decision is made to retain a child in the current grade, the following factors will be given serious consideration.

- a. the child's current academic achievement
- b. the child's ability to learn
- c. the child's level of maturity
- d. the child's attitude toward school
- e. the child's attendance record.

Any student who receives a failing grade for the year in two major subjects will not be promoted to the next grade until he/she has met whatever conditions the school deems appropriate. These may include summer school/tutoring, academic testing or other remedial measures.

The final decision whether to retain a child or not rests with the parents. However, if the school feels strongly that the child would be best served by being retained and the parents are unwilling to agree to this, the school reserves the right to not enroll the child in the next grade. In such a case, it would be necessary for parents to find another school. If the decision is made to place a child in the next grade against the advice of the school, the parent may be asked to sign a waiver, relieving the school of responsibility for that decision.

Uniform Requirements

With the exception of Pre-K students, St. Mary's requires that all students dress in school uniform. Students are expected to come to school neat and clean. Uniforms should fit properly and be washed on a regular basis. Pants must be worn at the waist and shirts must be tucked in.

GRADES K-4

Boys: Navy blue dress pants with belt. Pants should be conventional chino or "Dockers" style, loose-fitting, straight-legged and worn at the waist. Pockets must be at the waist/hip only and only internal pockets are permitted.
Choice of white or light blue oxford shirt (short or long sleeved) or white, navy or medium blue polo shirt (short or long sleeved) with logo

Optional items:

Navy blue v-neck sweater with logo

Navy blue fleece vest with logo

Navy blue dress shorts — after April vacation and before October 1

Navy blue hooded sweatshirts with logo

No earrings, body piercings or necklaces allowed. Hair length may not extend beyond the top of the shirt collar, the top of the eyebrows or over the ears. Extreme or unnatural hair styles or colors are not allowed. No tattoos or other body art.

Girls: Plaid jumper or navy blue pants with belt. Pants should be conventional chino or "Dockers" style, loose-fitting, straight-legged and worn at the waist. Pockets must be at the waist/hip only and only internal pockets are permitted.

Plaid kilt (option for Grade 4 only)

Choice of white or light blue blouse with Peter Pan collar (short or long sleeved) or white, medium blue or navy blue polo shirt (short or long sleeved) with logo. In addition, Grade 4 has the option of a white or light blue oxford blouse (short or long-sleeved).

Optional items:

Navy blue cardigan with logo

Navy blue fleece vest with logo

Navy blue dress shorts — after April vacation and before October 1

Navy blue hooded sweatshirts with logo

No make-up or dangling earrings. Clear or pale pink nail polish only. No piercings except ears. Extreme or unnatural hair styles or colors are not allowed. Bangs may not obstruct view at any time. No tattoos or other body art.

Kindergartners have the option of wearing the gym uniform and sneakers in place of the dress uniform.

GRADES 5 & 6

Boys: Navy blue dress pants with belt. Pants should be conventional chino or “Dockers” style, loose-fitting, straight-legged and worn at the waist. Pockets must be at the waist/hip only and only internal pockets are permitted. Choice of white or light blue oxford shirt (short or long sleeved) or white, navy or medium blue polo shirt (short or long sleeved) with logo
Optional items:
Navy blue v-neck sweater with logo
Navy blue fleece vest with logo
Navy blue dress shorts — after April vacation and before October 1
Navy blue hooded sweatshirts with logo

No earrings, body piercings or necklaces allowed. Hair length may not extend beyond the top of the shirt collar, the top of the eyebrows or over the ears. Extreme or unnatural hair styles or colors are not allowed. No tattoos or other body art.

Girls: Plaid kilt or navy blue pants with belt. Skirts may be no shorter than two inches above the knee and may not be rolled at the waist. Pants should be conventional chino or “Dockers” style, loose-fitting, straight-legged and worn at the waist. Pockets must be at the waist/hip only and only internal pockets are permitted. Choice of white or light blue oxford blouse (short or long sleeved) or white, navy or medium blue polo shirt (short or long sleeved) with logo
Optional items:
Navy blue cardigan with logo
Navy blue fleece vest with logo
Navy blue dress shorts — after April vacation and before October 1
Navy blue hooded sweatshirts with logo
No make-up or dangling earrings. Clear or pale pink nail polish only. No piercings except ears. Extreme or unnatural hair styles or colors are not allowed. Bangs may not obstruct view at any time. No tattoos or other body art.

GRADES 7 & 8

Boys: Khaki dress pants with belt. Pants should be conventional chino or “Dockers” style, loose-fitting, straight-legged and worn at the waist. Pockets must be at the waist/hip only and only internal pockets are permitted. Choice of white or light blue oxford shirt (short or long sleeved) or white or navy polo shirt (short or long sleeved)
Optional items:
Navy v-neck sweater
Navy v-neck vest
Navy blue cardigan with logo

Navy fleece vest with logo
Khaki dress shorts — after April vacation and before October 1
Navy blue hooded sweatshirt with logo

No earrings, body piercings or necklaces allowed. Hair length may not extend beyond the top of the shirt collar, the top of the eyebrows or over the ears. Extreme or unnatural hair styles or colors are not allowed. No tattoos or other body art.

Girls: Jr. High plaid kilt or khaki dress pants with belt. Skirts may be no shorter than two inches above the knee and may not be rolled at the waist. Pants must be conventional chino or “Dockers” style, loose-fitting, straight-legged and worn at the waist. Pockets must be at the waist/hip only and only internal pockets are permitted.
Choice of white or yellow oxford shirt (short or long sleeved), white or navy polo shirt (short or long sleeved) or white no-tuck blouse (short or long sleeved)

Optional items:

Navy v-neck sweater
Navy v-neck vest
Navy fleece vest with logo
Khaki dress shorts — after April vacation and before October 1
Navy blue hooded sweatshirts with logo

Make-up may be worn in moderation. No dangling earrings. Clear or pale pink nail polish only. No piercings except ears. Extreme or unnatural hair styles or colors are not allowed. Bangs may not obstruct view at any time. No tattoos or other body art.

In addition, in all grades, for extra warmth, white turtlenecks may be worn under shirts between December 1 and March 1.

Gym uniforms (boys and girls, all grades):

Navy blue sweat pants (Junior High students only may wear plain navy wind pants)
Navy blue mesh shorts — after April vacation and before October 1
Gray T-shirt with logo
Navy sweat shirt with logo

Notes: Gym Uniforms are not required for kindergartners but the gym uniform may be substituted for the dress uniform.
Gym uniforms may not be worn on Mass days

Footwear: Footwear with dress uniforms should be dark-colored, rubber-soled shoes. (Skateboarding shoes, e.g. Etnies, Vans, DC, Sketchers, are not acceptable uniform shoes, even if dark-colored and rubber-soled. Shoes must be worn with socks high enough to be clearly visible all the way around the shoe. Heels for girls should not exceed one inch and are strongly discouraged for health and safety reasons.

Athletic shoes (including Etnies, Vans, DC, Sketchers, etc.) may be worn only with the gym uniform or with the summer uniform (shorts).

All students must have an extra pair of clean sneakers to be used exclusively for gym class.

For safety reasons, all shoes must have permanent backs. (Crocs or similar shoes are not acceptable).

Boots of any kind are unacceptable. Shoes designed for outdoor wear are not acceptable. Exceptions due to a medical condition must be approved by the Principal.

Dress Code for Dress-Down Days (Shorts allowed only when uniform shorts allowed)

Specifically, the following must be observed:

- No tee shirts with violent or obscene graphics
- No skirts shorter than 2" above the knee
- No shorts shorter than 3" above the knee
- No sleeveless dresses, shirts or tank tops unless a shirt or sweater is worn over them
- No excessively tight clothing
- No torn or damaged clothes
- No tops which reveal skin when arms are raised
- Sandals may be worn but must have backs. Socks are not required with sandals
- With sneakers, socks must be worn per school regulations

Students may not be out of uniform on Mass days, except by special permission. When Mass day falls on your gym day, gym uniforms may not be worn.

School uniforms are expected to be worn on all field trips unless the destination requires otherwise.

Enrollment at St. Mary's implies a willingness to comply with the uniform regulations. Violations will result in "uniform violation notices". For the first and second violations in a term, the warning must be signed by the parent and returned. The third warning will result in an after-school detention. Reminder: After-school detention results in loss of extra-curricular activities. Four after-school detentions will result in an in-house suspension.

The school reserves the right to judge the appropriateness of clothing. Inappropriate attire may result in non-participation in an event, parents being called, or other disciplinary action. The decision of the administration is final.

We ask for cooperation from parents in maintaining a dress code which is appropriate for school. Please keep in mind that what is appropriate for a 1st grader may not be appropriate for an 8th grader. What is appropriate for a picnic may not be appropriate for a school day. At all times, clothing must be modest, neat, clean and in good taste.

Bus Transportation

Bus transportation is available to students who live in Dover, following the distance guidelines adopted by the Dover School District.

Students who normally go home on the bus are expected to do so unless the school has been notified otherwise, in writing or by phone. Riding the bus is a privilege. Improper behavior on the bus will result in loss of that privilege. Questions regarding bus transportation should be directed to First Student Bus Service at 742-5984.

Bus transportation for kindergarten students will be available only in the morning and at the end of the school day. There will be no midday kindergarten bus transportation.

Parking and Traffic

St. Mary's is located in the central part of Dover in a very dense and congested neighborhood. Therefore, it is important that we all observe some rules for parking and traffic which will be respectful of our neighbors while allowing for the arrival and dismissal of students in a manner which is both efficient and safe. We ask that parents comply with the following regulations:

- During the busy arrival and dismissal times, parking spaces on Central Avenue in front of the main building should be used only for very short-term parking - to drop off or pick up. If you need to get out of your car for any reason, please park elsewhere and walk to the building.
- Between 7 a.m. and 3 p.m., only staff members are allowed in the school parking area. It is unsafe for parents to drive into the parking lot while children are around.
- Do not park in loading zones or bus loading areas. This includes the loading zone on the Church Street side of the Pre-K/Kindergarten building.
- Do not block driveways or parking lots of nearby businesses. This practice is very inconsiderate of our neighbors.
- On Angle Street, parking is permitted on the south side only.
- When picking up children at the Pre-K building, do not double park. If necessary, drive around the block until you can get into the queue.
- If the crossing guard asks you to move your vehicle, please comply in a courteous manner.
- Because of the large number of activities conducted at First Parish Church, the church parking lot is not available to SMA parents. Please honor this request.

Through the kindness of First Parish Church, auxiliary parking is available to parents dropping off and picking up children. Take the street just to the right of the Mobil Station (Court St.) then take the first left (Boyle St.).

On the left you will see a large, paved parking lot which is less than a one-minute walk from the school. We strongly suggest that you avail yourselves of this lot in order to relieve traffic congestion around the school. At arrival and dismissal times there is a crossing guard on duty to get you safely across Central Avenue.

Emergency Plan

St. Mary Academy has a written emergency plan that attempts to provide a response to whatever crisis or emergency should occur. To prepare for such situations, we conduct various types of drills during the school year. These include:

- Evacuation drills
- Reverse evacuation drills (moving children quickly from schoolyard to building)
- Duck and cover drills (in the event of explosions near the building, earthquakes or the like)
- High alert (called lockdown in some schools)
- Shelter in place (in the event of a biological or chemical hazard)
- Classroom hold (restricting movement within the building)

It is very important to practice these drills so that, in the event of a real emergency, we will be able to respond appropriately. It is never our intention to alarm the children or cause them to be fearful. However, it is important that they understand the seriousness of these drills and behave appropriately.

In the event that a situation should arise that requires that students be evacuated away from school property, our secondary evacuation point is City Hall auditorium, located about one block north of the school. In that situation, parents would pick up children at that location. Children will be released only to parents or persons listed on the Disaster Release Form which is completed at the beginning of each school year. Please be sure that this form is kept up to date.

In the event of a biological or chemical incident which would require Shelter in Place, please do not come to the school. The building will be sealed until public safety officials determine that it is safe to reopen. We ask that you not call the school because phone lines must be kept open. Please listen to the radio (WOKQ 97.5FM; WERZ 107.1 FM; WTSN 1270 AM; WHEM 100.3) and follow instructions provided by emergency personnel. No one should be outside if there is a chemical or biological emergency. You should shelter in place at home or at your workplace.

On the Disaster Release Form we ask that you list a phone number outside the 603 area code. In the event of an emergency, local lines quickly become clogged and it is often easier to call a long distance number. The person you list on the form can act as a contact person for your whole family.

Thank you for cooperating with us in our efforts to keep all our children safe and secure.

ADDENDUM

Dismissal

The safety of our children is our primary concern at SMA. Children will be dismissed only to a parent in one of two ways. A parent may walk up and retrieve a child or they may drive up to one of the assigned loading zones to have a child placed in their car. The procedure is as follows:

At 2:30 all children will be brought to two dismissal points according to their last name.

Blue Loading Zone- Church Street (at the top of the stairs) Last names beginning with A-J.

Yellow Loading Zone- Academy Street (behind the gym) Last names beginning with K-Z

You may drive up and a teacher will call for your child. You must be in the loading area with passenger side closest to the sidewalk. Teachers WILL NOT cross the street to access your vehicle. Please have a sign with your family name visible for teachers to read to speed the process.

Car pools must decide which loading zone they will take and notify the office on the dismissal form.

If you need your child to leave the playground with out adult escort-then we must have a written note on file in the office. If you must change your pick up for any reason-then we must have a written note on file in the office.

At 2:45 all remaining children will be sent to and checked into after care.