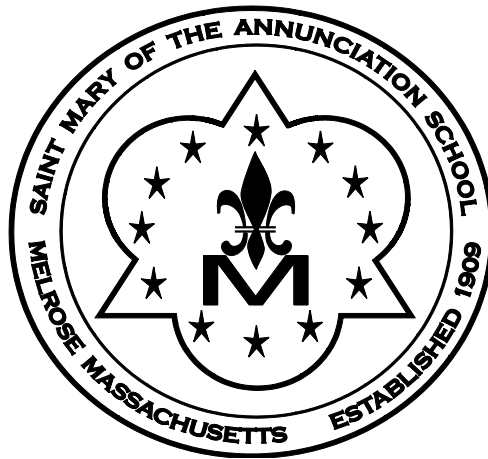


STUDENT/PARENT HANDBOOK

2019 – 2020



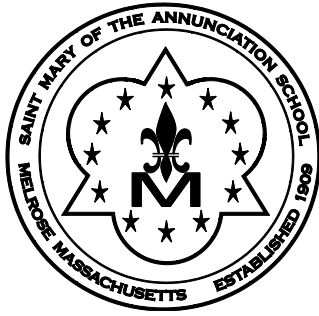
St. Mary of the Annunciation School

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St. Mary of the Annunciation School

A Tradition of Excellence

*St. Mary of the Annunciation School is a Catholic community of learners living the way of Christ.
We instill discipleship, integrity and academic excellence in a safe, caring environment.
Our mission is to educate faith-filled leaders for the future.*

Dear Parents and Students,

Welcome to St. Mary of the Annunciation Catholic School! In choosing our school, 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 within 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 families,

Mr. Christopher Beza
Principal

This handbook is intended to be both a source of information and a general guide to the educational services available at St. Mary of the Annunciation 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 of the Annunciation School is a Catholic community of learners living the way of Christ. We instill discipleship, integrity and academic excellence in a safe, caring environment. Our mission is to educate faith-filled leaders for the future.

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 was re-accredited by the New England Association of Schools and Colleges on June 23, 2016.

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.

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 once a month in the Parish Center. It is our hope that every family participate in and support the activities of the PTO.

2019 – 2020 PTO Officers

Holly LeBlanc	President
Wendy Adamovich	Vice-President
Caitlyn Clough	Secretary
Meredith Mangan	Treasurer

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.

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 in July
Plan B	Tuition is paid in two equal parts in July and January
Plan C	Tuition is paid in 4 equal parts in July, October, January and April
Plan D	Tuition is paid in ten (10) equal parts from July to April

All plans are managed by FACTS Management Company. Supporting documentation must be sent to FACTS with the application. The Principal must approve any variation in tuition payments. FACTS will provide a contract and explanation of its policies.

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

All tuition balances must be paid in full by April 20, 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 there is an outstanding tuition balance at the end of the year, final report cards and/or transcripts will not be issued or forwarded. 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. Seventh grade students whose tuition is not paid, may not attend the New York trip.

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 registration fee per child at the time of application. This fee is not applied to the tuition. Upon acceptance, a \$400 (non-refundable) deposit per family is due by March 1 to secure a seat for the upcoming school year.

Current students do not need to pay a registration fee. However, a \$400.00 per family deposit is due by March 1 for students entering grades 1 - 8. Current families re-enroll each March.

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 and Mass Attendance

Students pray together as a student body at monthly liturgies and on the holy days. 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 annual calendar). The After School Program will be available on early dismissal days.

Drop-Off and Pick-Up

The main side doors of the building (church side and Grove Street side) will be open for students at 7:55 am. Students report directly to their homeroom where they can organize themselves for the day. At 8:10 am the side doors are locked, and students must use the main door. The main door is not an entrance until 8:10 am at which time, students are marked tardy. All students are dismissed through their assigned dismissal doors.

Please be aware that the safety of the children is our foremost concern. Therefore, live drop off and/or pickup up 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. Some of the upper school 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:

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

- \$ 10.00 per day for 1 child
- \$ 20.00 per day for 2 children
- \$ 25.00 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. The ASP is available 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	\$7.00	\$12.00	\$15.00
3:30 – 4:30	\$7.00	\$12.00	\$15.00
4:30 – 5:30	\$8.00	\$14.00	\$16.00
5:30 – 6:00	\$4.00	\$ 7.00	\$ 8.00

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 – 3:30	\$10.00	\$20.00	\$25.00
3:30 – 4:30	\$10.00	\$20.00	\$25.00
4:30 – 5:30	\$10.00	\$20.00	\$25.00
5:30 – 6:00	\$ 5.00		

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

Academic Information

Curriculum

The Archdiocesan curriculum guidelines, consistent with the Common Core Standards, 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 K – 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 for grades K – 8 are given mid-way between each grading period in October, January, and May.

PreK 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. Throughout the year, students will be given formative assessments which help teachers guide instruction.

Standardized Testing

The Measure of Academic Progress (MAP) is administered to students in grades K – 8 three times a year. This test measures student growth and highlights any gaps in learning. This information is used by teachers to best guide further instruction. Parents may ask their teachers about their child's performance at any time during the year. A full report will go home to parents at the end of the last testing session.

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 is 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.

Technology

Students and teachers in all classrooms use technology to extend and enhance learning. Every classroom is equipped with either a Smartboard or an interactive tv which can be used to demonstrate complex information, assess student learning, or provide students a virtual reality. iPads are available in all classrooms with a cart on every floor. Students use iPads to practice skills, to research information, to create presentations or to read at differentiated levels.

A computer lab is located in the parish center building. This lab is open for teachers to bring whole classes for research or project work.

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. **Teachers will not provide vacation assignments before the intended trip.**

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. A Detention Notice can be issued to students who are routinely tardy.

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.

High School Visitations

Visitations are limited to eighth grade students. Prior to the visit, parents are asked to provide written notification of a student's plans to visit an area high school for a day. We ask parents to limit visits to 2 visits during a school year.

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 will receive failing grades for all assignments, tests and homework missed during the time he/she failed to attend class.

General Information

Home-School Communication

In order to insure that all communication from school reaches home in a timely manner, St. Mary of the Annunciation uses the school website. School calendars, the Principal's Newsletter, PTO information and other points of interest are updated regularly.

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 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, fidgets, iPods. 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.

Smoking

Under no circumstances is smoking allowed inside the school buildings, on school property, or areas near the school property.

Detention

Detention may be given to students in Grades 5 – 8 for a number of reasons including, but not limited to, excessive tardiness, disrespectful behavior, destruction of school property and fighting. Parents will be given written notice the day before the detention is to be served. The notice must be signed and returned the day after its issuance. Failure to do so will result in an additional detention.

Students in Grades 5 – 8 may be retained after school any day until 2:45 p.m. if the teacher deems it necessary.

Detention for any other grade will be handled by the homeroom teacher. The teacher will give written

notification of the day and time of the detention.

Lunch Room Behavior

St. Mary's School does not offer a hot lunch program; therefore students must bring their lunch each day. We have contracted with local restaurants to provide lunch offerings 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

A high standard of behavior is expected at all times. As members of the St. Mary's community, all staff and students work together to establish a sense of pride in our school. It reflects on all of us when a student behaves improperly. 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 and Cell Phone Use

Permission to use the school telephone must be obtained from the school administrative assistant. The office phone is a business phone, 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/her. The student's parent/guardian must come in 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

"This is the day the Lord has made, let us rejoice and be glad". To honor their special day, students may come to school "out of uniform" on their birthday. If the birthday falls on a weekend, the student may choose to come out of uniform on either the Friday before the birthday or the Monday after. The same applies if the birthday falls during vacation week. Summer birthdays will be celebrated on a designated day in late May or June. Students are also invited to stop by the principal's office on their birthday to receive a birthday pin.

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.

Cheating and Plagiarism

It is our job as educators to teach our students how to express themselves using their own words and ideas. We must also teach them that is never acceptable to take someone else's idea and make it their own. With so much information now available to students, they must learn how to read to gain information and then use the information to formulate their own thoughts.

The following is intended to provide students with guidelines to enable academic judgment, develop integrity, and preserve honor.

Plagiarism/Cheating includes:

- Directly Copying the work of a classmate, with or without the classmate's knowledge
- Directly copying the work of another person without using quotation marks, proper credit following the quote and listing the source on the "works cited" at the end of the assignment
- Paraphrasing the ideas of another person without giving proper credit immediately following the paraphrase and listing the source on the works cited page at the end of an assignment. .
- Recycling previously submitted work which was done and submitted by the student or another student
- Using artwork or pictures taken from the internet or books without proper citation.

Uniforms and Dress Code

St. Mary's School uniform is designed to provide students with a sense of pride about themselves. Summer uniforms may be worn from the beginning of the school year through the month of October, and from after April vacation until the end of the school year. 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. Pride 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. All hair must be a natural color. 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.

Hats are not allowed in the school building.

Boots of any kind are not to be worn during the school day.

Skechers (or footwear similar to Skechers) are not considered shoes; canvas topped footwear will be considered sneakers.

All socks must cover the ankle: crew, ankle or knee socks only.

Uniform Guidelines

GIRLS K – 4

Regular uniform

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

During December, January, February and March, girls may wear navy pants with a polo shirt or blouse. A school sweater, vest or fleece is optional.

Warm weather uniform (September, October, and after April vacation)

- Navy blue shorts or skort
- Blue St. Mary's polo shirt
- Sneakers (mostly white, grey or black) & either navy or white crew socks or navy knee socks or navy ankle socks & shoes

Gym uniform (all with St. Mary's logo)

- Navy tee shirt (short or long sleeve)
- Navy sweat pants/shorts
- Navy sweatshirt
- Crew socks and sneakers (mostly white, grey or black)

BOYS K – 4

Regular uniform

- Navy uniform pants
- Blue St. Mary's polo shirt
- Navy school pullover sweater, sweater vest or fleece (optional)
- Navy crew socks (must cover the ankle)
- Shoes

Warm weather uniform (September, October, and after April vacation)

- Navy blue shorts
- Blue St. Mary's polo shirt
- Sneakers (mostly white, grey or black) & either navy or white crew socks

Gym uniform (all with St. Mary's logo)

- Navy tee shirt (short or long sleeve)
- Navy sweatpants/shorts (in warm weather)
- Navy sweatshirt
- Navy or white crew socks and sneakers (mostly white, grey or black)

GIRLS 5 – 8

Regular uniform*

- Navy blue kilt (to the knee)
- Blue St. Mary's polo shirt
- St. Mary's sweater, vest or fleece (optional)
- Navy blue tights or knee socks
- Navy, black or brown leather shoes

**For dress or special occasions (i.e. school Masses, school performances, etc.) girls will need an oxford shirt and either a sweater, vest or fleece.*

During December, January, February and March, girls may wear navy pants with a polo shirt and a sweater, vest or fleece.

Warm weather uniform (September, October, and after April vacation)

- Navy blue uniform skirt
- Blue St. Mary's polo shirt
- Sneakers (mostly white, grey or black) & either navy or white crew socks or navy knee socks & shoes

Gym uniform (all with St. Mary's logo)

- Navy warm-up suit (jacket and pants/shorts)
- Navy tee shirt
- Sneakers (mostly white, grey or black) with navy or white crew socks (socks must cover the ankle)

BOYS 5 – 8

Regular uniform*

- Navy uniform pants
- Blue St. Mary's polo shirt
- St. Mary's sweater, vest or fleece (optional)
- Navy crew socks (must cover the ankle)
- Shoes

**For dress or special occasions (i.e. school Masses, school performances, etc.) boys will need a dress shirt, tie and either a sweater, vest or fleece.*

Warm weather uniform (September, October, and after April vacation)

- Navy uniform pants
- Blue St. Mary's polo shirt
- Crew socks (must cover the ankle)
- Sneakers (mostly white, grey or black) with navy or white **crew socks**

Gym uniform (all with St. Mary's logo)

- Navy warm-up suit (jacket and pants/shorts)
- Navy tee shirt
- Sneakers (mostly white, grey or black) with navy or white crew socks (socks must cover the ankle)

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

As defined by Chapter 92 of the Acts of 2010, Bullying is the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- Causes physical or emotional harm to the victim or damage to the victim's property
 - Places the victim in reasonable fear of harm to himself or of damage to his property
 - Creates a hostile environment at school for the victim
 - Infringes on the rights of the victim at school
 - Materially and substantially disrupts the education process or the orderly operation of a school.
- for the purposes of this section, bullying should include cyber-bullying.

Cyber-bullying, bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated (previously) in the definition of bullying

Bullying shall be prohibited:

- On school grounds, property immediately adjacent to the school grounds, at a school sponsored or school related activity, function or program...or an electronic device owned, leased or used by a school...
- At a location, activity, function or program that is not school related...if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process or the orderly operation of a school."

Bullying can include, but is not limited to, insults, name calling, threats, teasing, intimidating, pushing, shoving, kicking, spreading rumors, destroying someone's belongings, ignoring or excluding someone, writing any negative or threatening comments to or about another person.

Bullying in any form will not be tolerated at St. Mary's.

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

Consequences for Bullying

The first time a student engages in bullying or harassing behavior, he/she will be given a verbal warning. The student and the teacher will discuss what makes the behavior inappropriate. It

will be made clear to the student that the given behavior will not be tolerated.

The second time such behavior occurs, the student will be issued a Detention Notice to bring home to be signed. The assigned detention will be served at the teacher's discretion. The Principal will receive a copy of the Detention Notice.

The third time inappropriate bullying/harassing behavior occurs, the student will again be issued a second Detention Notice with another assigned detention. However the student/parent/teacher will meet at the end of the detention session. The Principal will receive a copy of the Detention Notice.

If a fourth incident occurs, the student will receive a Detention Notice and a formal Bullying Slip (a "pink slip" in the junior high). The student/parent and Principal will meet. An in-house suspension may result.

Should a fifth incident occur, the parents, student, principal and pastor will meet. Final outcomes will vary, but could include expulsion. A second Bullying Slip (pink slip) will be issued.

Photography and Publicity

We often take pictures of the students as they work or participate in special events. These photographs may be displayed around the school, placed on the website, or printed in brochures, newsletters, or the local newspapers. We must have your permission to use your child's pictures. Please see the Picture Release Form in the Appendix.

Drugs and Alcohol

In accordance with the regulations of the Massachusetts School Principals' Association, possession or use of alcohol or any drug is not allowed in school, on school property. Or at any school function, whether or not that activity takes place on the school premises. Violation of this rule will result in serious actions including an immediate parent consultation, arrangement of appropriate counseling, and suspension when necessary.

Possession of illegal drugs in school MUST result, by law, in referral for action by local police officers.

Since the use of either of these substances can lead to the endangerment of either the user or others, it is expected that anyone who knows of such use will report it immediately.

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

In compliance with Federal Asbestos Hazard Emergency Response Act (AHERA) regulations, Saint Mary's School is required to inform all parents and persons associated with the school of its Asbestos Inspection

Reports. These reports are on file in the school office and are available for inspection during normal business hours of the school.

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 the Department of Children and Families.

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 Procedure

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.

Lockdown Drill Procedure

St. Mary of the Annunciation School has a lockdown procedure in place. In the event of an emergency, an announcement will be given. Students not in a classroom will report to the nearest classroom. At that time, teachers close and lock all doors. Students and teachers gather in the designated spot in the room and remain there until otherwise notified. No child may leave the room during a lockdown.

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.

Students will practice this drill twice each school year.

Shelter in Place

There may be times that we are notified by the local police to keep our students in the building. Should this occur, a Shelter in Place will take effect. Students will go on with their usual school activities, but will not be allowed outside for physical education, recess, or any other activity.

The police department will decide if dismissal is safe. If not, students will be kept in the building until it is safe to dismiss them.

In the event of such an emergency, parents will be contacted through the Connect-Ed telephone system.

Weather Emergencies

In the event of severe weather conditions, St. Mary of the Annunciation School follows the Melrose School closings and delays. Announcements are made on television stations and the internet. A message via Connect-Ed will notify parents of the closing also. If school is closed, all school programs are cancelled.

Lost and Found

Any items found in the school building or on the school grounds are sent to the office. These items will be placed in a Lost and Found box. Items placed in the Lost and Found will remain there for 30 days. After 30 days, they will be donated or discarded.

Right to Amend

St. Mary of the Annunciation School reserves the right to amend this Handbook. Notice of amendments will be communicated via the e-newsletter.

APPENDIX

and

FORMS

Name _____

Homeroom _____

STUDENT/STUDENT SIGNATURE PAGE

(ONE PAGE PER STUDENT IS REQUIRED)

_____ **I have read the current 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.)

_____/_____/2019
Parent signature/Date

_____/_____/2019
Student signature/ Date

_____ **I have read, understand and agree to the Anti-Bullying Pledge and Policies.**

_____/_____/2019
Parent signature/Date

_____/_____/2019
Student signature/ Date

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

_____/_____/2019
Parent 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 of the Annunciation 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.**

_____/_____/2019
Parent signature/Date

_____/_____/2019
Student signature/ Date

_____ **I have read the Picture Release Form and am willing to release my child's photograph or work into the public domain and realize that no monetary compensation will be given for the picture and/or material.**

_____/_____/2019
Parent signature/Date

St. Mary of the Annunciation School

**4 Myrtle Street
Melrose, MA 02176**

WALKING FIELD TRIP PERMISSION

Permission is given for my child to participate in all walking field trips for the school year 2019 – 2020.

This includes, but is not limited to trips to the Police Station, Fire Station, City Hall, Memorial Hall, the Library and the Knights of Columbus Hall. 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 by child's teacher or the Principal's Newsletter.

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 of the Annunciation School

**4 Myrtle Street
Melrose, MA 02176**

CONSENT TO RELEASE PHOTO/IMAGE

During the 2018-2019 school year, your child's image/photograph or work may be included in a classroom or school project that could be used in one of the following ways:

- Used as a demonstration project/activity in other classrooms
- Posted on the school or individual teacher web pages on the Internet
- Submitted as samples to the Catholic Schools Office of the Archdiocese of Boston
- Appear on videotape made during a student presentation of their project
- Videotaped to appear in a school related program
- Used in a printed publication such as a newspaper or magazine

While your child's name may accompany the photo, no last name or address will be included with your child's picture when publishing on the Web.

There is no monetary compensation for the use of the work or picture.

I/We **DO** give permission

For my child's image/photograph or work to be used as described above. I am willing to release this into the public domain and understand that no monetary compensation will be given for the use of the materials.

Melrose Public Schools
Confidential Student Health and Emergency Information Sheet

Student's Name _____ Teacher _____ Grade _____
Date of Birth _____ Sex: Male Female Primary Language _____
Address _____
Resides with _____ Home Telephone _____
Name(s) Parent/Guardian #1 _____ #2 _____
Parent/Guardian #1 Work Phone _____ #2 _____
Parent/Guardian #1 Cell Phone _____ #2 _____
E-Mail #1 _____ #2 _____
Names and grades of siblings in Melrose Schools: _____
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 number: _____

Does your child have health insurance? Please circle Yes / No Private /Public* _____

*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.

Note: In case of an emergency and 911 is called, your child will be transported by ambulance to an emergency care facility, if necessary. Please indicate your hospital preference: _____

In case of an emergency or illness and we are unable to reach the contacts listed above, please provide two alternative c contacts who will assume responsibility and transportation:

Name _____ Relationship _____ Phone _____
Name _____ Relationship _____ Phone _____
Pediatrician _____ Phone _____
Dentist _____ Phone _____
How often does your child visit the dentist? ____ Once a year ____ Twice a year ____ Never

List ALL medications your child takes: _____

I give the school nurse permission to administer the following (please circle the medications that you agree with):

Acetaminophen (Tylenol) Diphenhydramine HCl (Benadryl) Ibuprofen (Advil, Motrin) Tums

Please circle all the following that apply to your child: History of Concussion Yes No How many? _____

Heart Condition Diabetes Asthma Seizure Disorder Migraines ADHD / ADD Rheumatic Fever

Depression Kidney Disease Frequent Ear Infections Other _____

Speech Problems (specify) _____

Hearing Problems (specify) _____

Vision Problems (specify) _____

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

I give permission to the school nurse to share this 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 and treatment.

Signature of Parent/Guardian _____ Date _____

St. Mary of the Annunciation 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 of the Annunciation 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 of the Annunciation 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 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. *Facebook, Instagram, 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. Users 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 you 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-to-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.

St. Mary of the Annunciation 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 degrees 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 of the Annunciation 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 _____