

**ST. MARGARET REGIONAL SCHOOL
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www.smrsbb.org**

“The child is God’s gift to the family. Each child is created in the special image and likeness of God for greater things: to love and to be loved.”
Mother Teresa



***STUDENT AND FAMILY
HANDBOOK
2017-2018***



Accredited by the New England Association of Schools and Colleges

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ST. MARGARET REGIONAL SCHOOL

NOTICE OF SUBORDINANCE: DIOCESAN POLICY 2017-2018

“All Schools in the Diocese of Fall River are subject to the policies of the Diocese of Fall River. The **policy manuals of the Diocese of Fall River replace and supercede any contrary statement of policy, procedures, programs, or practices, including but not limited to, any such statement contained in any handbook or manual prepared by any school in the Diocese of Fall River.”

**These manuals are available to be read at the Catholic Education Center, 423 Highland Avenue, Fall River, MA 02720.

DISCLAIMERS

The policies and procedures presented herein have in some cases been condensed to fit the format of this handbook and are not totally inclusive of all situations. The Diocese of Fall River maintains a comprehensive policy and procedure manual.

The Catholic Education Office and/or the principal of St. Margaret Regional School retain the right to amend any section of this Handbook at any time. Parents will be given written notification if any changes are made.

OVERVIEW

St. Margaret Regional School is a Catholic elementary and middle school environment for students in Pre-Kindergarten through Grade Eight in the Fall River Diocese. There is one of each class level. Opened in 1994 at the direction of then Bishop Sean O'Malley, the school has an evolving history of providing quality educational standards and a commitment to the development of spiritual understanding and values at each appropriate age level. Partnership with families, students and staff is a clear understanding in professing our values and commitments on behalf of each individual child.

MISSION STATEMENT

St. Margaret Regional School is a Catholic, co-educational, elementary school in the Fall River Diocese, serving students from a wide geographic area and from diverse backgrounds. As a school community dedicated to the message of Jesus Christ, as handed down to us through the teachings of the Catholic Church, we are called to educate our students and to give them witness to this message. It is our goal to provide a nurturing, respectful, disciplined family atmosphere, that encourages spiritual,

intellectual, physical, and emotional growth. Staffed by qualified, caring, and dedicated faculty, St. Margaret offers a strong curriculum for a variety of levels in order to prepare our students for future learning and life.

PHILOSOPHY

St. Margaret Regional School is to be a model of Christian love, concern, and care for our students. With this in mind, we strive to work with students and families by:

- being models of a vital, active, Christian faith that characterizes our lives as distinctively marked by Christ-like qualities
- including the message of Christ's Gospel
- recognizing that our lives and our eternal life is our individual responsibility and is developed in the communion with others
- helping to develop concern, respect, self-discipline, leadership, critical thinking, and the ability to stand up for personal conviction

Bullying Prevention and Intervention Plan for the Diocese of Fall River

“Every human being is created in the image of God and redeemed by Jesus Christ, and therefore is invaluable and worthy of respect as a member of the human family.

The body of Catholic social teaching opens with the human person, but it does not close there. Individuals have dignity; individualism has no place in Catholic social thought. The principle of human dignity gives the human person a claim on membership in a community, the human family.” (Taken from Byron, William J. S.J., *Ten Building Blocks of Catholic Social Teaching*. (2010). America: The National Catholic Weekly. American Press Inc.)

This plan is to be an addendum to the parent/student handbook, and it will immediately become part of the policy book of the Diocese of Fall River. The plan will be available on the diocesan website as well as each school’s website.

The Diocese of Fall River will review and/or update the plan at least biennially. The school will give notice to and provide a comment period for families that have a child attending the school. The plan shall apply to students and members of the school staff, including but not limited to educators, administrators, school nurses.

Parents/guardians and students shall receive annual written notice of the relevant student-related sections of the plan.

All school staff shall receive annual written notice of the plan. The faculty and staff at each school shall be trained annually on the plan applicable to the school. Relevant sections of the plan relating to the duties of faculty and staff shall be included in the school employee handbook.

Definitions

The Diocese of Fall River and Saint Margaret Regional School prohibits bullying, cyber-bullying, and retaliation as defined below. Bullying, cyber-bullying, and retaliation can occur on or off school property, and during or outside of school hours.

“**Bullying**” is the repeated use by one or more students *or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional* 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; or materially and substantially disrupts the educational process or the orderly operation of the school. *For the purposes of this section, bullying shall include cyber-bullying.* (Massachusetts General Laws c. 71 § 37O)

Amended 12/16/2013

“Cyber-bullying” is 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 creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. 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 included in the definition of bullying. (Massachusetts General Laws c. 71 § 37O)

“Retaliation” against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. (Massachusetts General Laws c. 71 § 37O)

“Hostile Environment” is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education. (Massachusetts General Laws c. 71 § 37O)

“Aggressor” is a student, *or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional*, who engages in bullying, cyber-bullying, or retaliation.

“Target” is a student against whom bullying, cyber-bullying, or retaliation has been perpetrated.

“Staff” includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals. (Massachusetts General Laws c. 71 § 37O)

Bullying shall be prohibited: (i) on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school-related activity, function or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school district or school, or through the use of technology or an electronic device owned, leased or used by a school and (ii) at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by a school, 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. Nothing contained herein shall require schools to staff any non-school related activities, functions or programs. (Massachusetts General Laws c. 71 § 37O)

Amended 12/16/2013

Formal Procedure for Reporting

Students are to report any and all bullying, cyber-bullying, and retaliation to teachers or staff.

Staff and teachers are to report any and all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

Parents, guardians, and others are to report all bullying, cyber-bullying, and retaliation to the principal or his or her designee.

This reporting may be done verbally or in writing. This reporting of bullying, cyber-bullying, or retaliation may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The principal and his or her designee will respond to and investigate all **credible** reports of bullying, and ensure proper documentation. This investigation will provide for the following:

Safety of the target

The principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidences. Responses to promote safety may include but are not limited to: pre-determining seating arrangements in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the classroom schedule to reduce that aggressor’s access to the target. The principal or designee will take additional steps to promote safety during or after the investigation, as necessary.

Protection of the reporter, witness, or provider of information during the investigation

The principal or designee will implement appropriate strategies for protecting a student who has reported/witnessed or provided information during an investigation of a bullying situation. These responses may include but are not limited to the same responses noted for the safety of the target.

Notification, including the parents of both the target and the aggressor, as well as notification of law enforcement

- a. **Parents/Guardians**: Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMR 49.00.
- b. **Notice to another school**: If the incident involves students from more than one school, the principal or designee will notify by phone any and all schools so that each may take appropriate action.

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- c. Notice to Catholic Education Center: After determining that bullying has taken place, notice should be given immediately to the superintendent or his or her designee.
- d. Notice to law enforcement: At any point after receiving a report of bullying or retaliation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal or designee will notify the local law enforcement agency. Notice will be consistent with the law and locally established agreements with the local law enforcement agency.

II. Investigation

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefitting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the students' teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific

information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

Amended 12/16/2013

Range of disciplinary actions that may be taken against an aggressor for bullying, cyber-bullying, or retaliation

Each school in the Diocese of Fall River will include bullying, cyber-bullying and retaliation into the age appropriate disciplinary code that is included in the student/parent handbook. These disciplinary codes may include, but are not limited to, suspension and expulsion.

Any student who knowingly makes a false accusation of bullying, cyber-bullying, or retaliation shall be subject to disciplinary action up to and including suspension or expulsion.

At the discretion of the principal or his or her designee, counseling or referrals to Catholic Social Services will be made available to targets, aggressors, and/or family members.

***Nothing in this policy is intended to prevent the school administration from taking disciplinary action against a student for conduct that does not meet the definition of bullying, as defined above, but nevertheless is inappropriate for the school environment.*

Amended 12/16/2013

SPIRITUAL LIFE

Prayer is the cornerstone of St. Margaret Regional School. Every morning we gather as a school in student-led prayer; our friends and families are welcome to join us. In addition to daily religious instruction classes, our students pray together before and after meals. Students and teachers end the day by gathering at dismissal to pray the Act of Contrition together. We attend morning Mass as a school twice a month. Our students have opportunities to participate in several ways as they train and serve on the altar, sing in our school choir, and read scripture at Mass. Students participate in Adoration on the first Friday of the month. Additional time is set aside throughout the year for special liturgical presentations such as our commemoration of the Last Supper, Advent, Rosary, and Christmas presentations. Families are always encouraged to attend these services along with their children. Prayer in action is manifested in several service activities throughout the year. Please join with us as we build our Christian family at St. Margaret Regional School. The Religion Curriculum of the Diocese of Fall River for grades PreK-8 is a requirement of all students and is presented within the respective classrooms with the same amount of time as all academic subject areas.

ADMISSIONS POLICY

NON-DISCRIMINATION POLICY

As a school within the Diocese of Fall River, St. Margaret Regional School does not discriminate against students of any race, color, national, and ethnic origin, or and socio-economic status.

PROCEDURE

Registration forms are available on our website www.smrabb.org or at the school office. A one-time non-refundable \$150.00 deposit should accompany registrations. Normally, new students enroll at the beginning of the school year, SMRS allows rolling admissions. Depending upon available space in a class, admissions may occur at any time during the school year. We require the following:

1. An interview with the principal
2. Birth Certificate
3. Past school records will be required prior to admission, including health and immunization records
4. Recent test scores and report card
5. IEP or any 504 Plans (if applicable)
6. Baptismal Certificate (if applicable)

Although it is not required, we strongly encourage prospective students to shadow, or spend a day with us.

Final acceptance is contingent upon the successful completion of one term at SMRS. New students must demonstrate the ability to abide by the rules and policies presented in this handbook, as well as the willingness to conform to our school's philosophy. Final acceptance is also predicated upon the school's ability to provide an appropriate academic program to meet the needs of each student. The principal shall make the final decision regarding admission.

Family re-registration takes place in the spring. A \$100.00 re-registration fee is required of all returning students. Families who refer other families to our school will receive a \$200.00 reduction in April's tuition. The new family must remain in our school for the year.

ACADEMIC STANDING

St. Margaret Regional School welcomes students with the primary goal of helping young people to develop a relationship with Christ, while on their educational journeys. Educational accommodations are made within classroom settings to assist students in reaching their personal potentials. The school works in partnership with local school districts to provide any formal evaluations, assessments, and Individual Educational Plans (IEP), required in determining specific learning disabilities. St. Margaret Regional School does *not* have the traditional special education services required for students in need of specialized programs.

CUSTODY

In instances where parents are separated or divorced, the school will assume that both parents have access to the children and their records. If court documents countermand this assumption, the sole custodial parent is required to inform the principal with a dated court order; verbal information is not acceptable. Court decrees are required for any individual other than the parent who has legal custody of the child. If duplicate school notices, report cards, progress reports, etc., are needed, the principal must be informed in writing. It is of the utmost importance that custody issues, as they relate to the child's daily dismissal, are on record with the school.

RESTRAINING ORDERS

In instances where the court has approved a restraining order against any person in the student's life, a copy of the court decree must be given to the principal. Notification of all subsequent orders and changes must also be given to the principal. If the restrained is not known to the school, a picture of him/her must be given to the principal. In all cases, safety for the student and all others is the first priority. Should a restrained party appear on school grounds, police will be called.

SCHOOL PROCEDURES

CONTACT INFORMATION

It is essential that we have every student's *accurate* emergency family contact information. Changes of address, home phone, and updated cell phone information must be on file in case of sickness or emergency. **If there are any changes in contact information, please let us know *at once*.**

HOURS

Monday – Friday 8:00 a.m. to 2:20 p.m.
(students may begin arriving at 7:45)

Pre-K 8:00 a.m. to 1:00 p.m.

Early dismissal 8:00 a.m. to 11:30 a.m.

School office hours 7:30 a.m. to 3:00 p.m.

Before school care 6:30 a.m. to 7:45 a.m.

After school care 2:35 p.m. to 5:30 p.m.

Summer hours 8:00 a.m. to 1:00 p.m.

LUNCH

Students are required to bring their lunches to school. For safety reasons, glass containers of any kind are *not* permitted. Milk may be bought at the school for 50 cents. Parents may choose to pay for milk in advance. Soda is not allowed during lunch or snack. No fast food items may be brought into the school. Throughout the month, special lunches will be made available to students. Parents are asked to honor due dates on milk and lunch forms, so that we may order accurately.

SHARED FOOD AND CLASSROOM CELEBRATIONS

Due to the many and varied food allergies our students must live with, we will be celebrating all birthdays that fall in a particular month on the first Friday of that month. Parents, whose students are in a classroom in which the teacher allows, may send in birthday treats; students will be allowed to choose one of the treats. Leftovers will be sent home. In this way, parents of students who are affected by dietary restrictions will know when to send in a safe treat; they and their children's teachers will not have to worry about contaminations from shared foods at different times throughout the month. Teachers allow food in the classroom at their discretion, within the parameters of this policy. Parents', students', and teachers' adherence to this policy is greatly appreciated.

SNACKS AND BEVERAGES

Students are encouraged to hydrate themselves with water throughout the day. Students may *not* bring flavor packets or flavored seltzer drinks. Juice and milk are also allowed at snack times and lunch time. Iced coffee, hot coffee, frappe, and "Coolatta" type drinks, however, are not allowed in school during school hours.

ATTENDANCE

Regular school attendance is a characteristic of students who are successful. We encourage students to be on time and to participate fully in all class activities. However, we realize that sickness, and family emergencies do occur. When absence is necessary, the following is our procedure:

ABSENCE Parents are requested to call the school to report the child's absence or e-mail the school secretary at kburek@smrs.dfrcs.org Upon a student's return to school; a written note signed by a parent or guardian is required to excuse an absence. Students are responsible for completing work missed during an absence. More than three days absence requires a doctor's note.

TARDINESS School begins at 8:05 a.m. Unless students are going to Before School Care, they should begin arriving at 7:45 a.m. and go directly to the gym. Students who are late need to enter the building through the main door and check in at the main desk; they will be given a tardy slip which they will give to their homeroom teachers. *If your child is in Pre-K through Grade Four, please walk him or her to the main lobby; this is a matter of children's safety.*

APPOINTMENTS AND DISMISSALS

Whenever possible, medical appointments should be scheduled after school hours; SMRS realizes that this is not always possible. We request a written note to teachers to inform them that the student will be leaving class. The parent or guardian must meet the student in the office and sign the Student Dismissal Log prior to the student's release from the building.

VACATIONS Taking prolonged vacations during school time is discouraged. The school expects students to assume responsibility for making up any classwork, assignments, standardized and other tests, missed due to absence.

If it is necessary for a student is to be absent from school for an extended period, parents are asked to talk to the student's teacher(s) and to respect the classroom policy for making up missed work. These may vary from grade to grade.

HEALTH AND SAFETY

MEDICAL

ACCIDENTS

From time to time, accidents in school or on the playground will occur. In order to ascertain that students will be properly treated, students will be treated according to First Responder guidelines. A record of all witnesses, action taken, and first aid administered will be kept in a log in the school office. If there are any questions on the severity of the injury, paramedic and EMT help will be called and parents will be notified immediately.

MEDICINE

Before SMRS gives *any* medicine, including cough drops, (prescribed and/or over the counter), Massachusetts health laws require that the following forms must be on file in your child's health record:

1. **Signed consent by the parent or guardian to give the medicine.** These forms are available at the office
2. **Signed medication order.** The written medication order should be taken to your child's licensed prescriber, (physician, nurse practitioner, etc.), for completion and returned to the school nurse. For students with ongoing need of medication from year to year, doctor's orders must be renewed each academic year. Parents or guardians should deliver medicines to the school in a pharmacy or manufacturer-labeled container. Please ask your pharmacy to provide separate bottles for school and home. No more than a 30-day supply should be delivered to school. This applies to prescription and non-prescription medicines. After consultation among parents, principal, and nurse students in the upper grades may be allowed to carry emergency inhalers and the like and use them when needed.

IMMUNIZATIONS

State law requires that students be excluded from school unless parents provide proof of immunization or obtain official exclusion for medical or religious reasons. Accordingly, any child will not be allowed to attend school if the immunization record is not up to date. If, for any reason, a child is exempted from state mandated immunizations SMRS must have a written note from the physician.

It is only through immunization of the entire population that newborns and babies who are not fully immunized are protected from the ravages of communicable disease. Therefore, we expect our students to be fully immunized for the safety of our school community.

Required immunizations for Kindergarten include:

- 5 DPT-Diphtheria, Pertussis, Tetanus Toxoid vaccine
- 4-5 TOPV-Trivalent Oral Polio Vaccine
- 2 MMR-Measles, Mumps, Rubella
- 3 –Hepatitis B
- 4 Varicella (1 dose)

Public Health regulations require children to present evidence of having been previously screened for lead poisoning as a condition for entry into kindergarten. Physicals should be updated for students in Kindergarten, Grade 4 and Grade 7. Physicals are valid for one year from date of exam. Please check sports policy for physicals and sport participation. The school nurse and the principal will address with the parent any omissions within the school records. The principal reserves the right to deny access to the school as required for any missing medical information.

ILLNESS

Please use good judgment in determining if your child is well enough to be in school. Sick children will be sent to the nurse's office. Depending on the severity of the illness, the child will wait in the nurse's office or be sent back to class. Parents will be contacted. Students with temperatures of 100 degrees and above will be dismissed. If you are notified, please respond quickly so as not to leave a sick child waiting for a lengthy time. Parents or guardians must write a note to the physical education teacher if students must be excused from class. A doctor's note may be required for a student's return to physical education classes or sport activities after absence or injury.

PRESCHOOL TOILETING POLICY

All students must be fully toilet trained by the time they begin school here. Daytime use of diapers and pull ups indicates that the child is not toilet trained. In addition, refusal to use the toilet indicates that the child is not toilet trained. Preschool paraprofessionals and teachers will assist children with belts, snaps, buttons, etc.

ARRIVAL, DISMISSAL, AND PARKING LOT PROCEDURES

The safety of our students and families is our highest priority; please read and be familiar with this important traffic pattern and arrival procedures.

Arrival Time is from 7:45 a.m. to 8:00 a.m. Teachers will be present throughout this time to assist parents and students.

ARRIVAL: PARKING LOT TRAFFIC PATTERN

Pre-Kindergarten families must enter the parking lot from Main Street, park and bring their Pre-school children into the building. They will sign their children in and leave them with the Pre-Kindergarten teachers.

Kindergarten-Grade 8

1. Enter the parking lot via the St. Margaret Street entrance.
2. Follow traffic pattern to side entrance of SMRS; teachers will direct drivers.
3. Remain in your vehicle. Keep children inside your vehicle.
4. Teachers will assist students from vehicles to the safety of the sidewalk.
5. Exit the parking lot turning onto Cohasset Avenue.
6. Parents may also enter the parking lot from Main Street, park their vehicles, and escort their children to the school's side doors. They must exit back onto Main Street.

Under no circumstances, pass the car in front of you.

Entering Building:

Kindergarten-Grade 8 students will enter the building through the side doors alongside the parking lot; these doors are by Kindergarten and Grade 1. Students will go directly to the gym. Students should be dropped off between 7:45-8:00 a.m. If dropped off earlier than 7:45 a.m., students will be sent to extended care at a charge. After morning prayer, students will be released to their teachers and taken to their homerooms.

Students arriving after 8:05 a.m. are considered tardy. Students who are tardy must enter through the school's main door and check in with the secretary, who will give them a tardy slip for their homeroom teacher. *If your child is in grades Pre-K through Four, please walk him or her to the main lobby; this is a matter of children's safety.*

DISMISSAL

Teachers and the door person can not always see or recognize the drivers of the cars. So that teachers might get students to their vehicles safely and expeditiously, *we ask that parents place a sign on the driver's side dashboard with their family name in large bold lettering.*

Pre-Kindergarten: 1:00 p.m. (Parents enter lot from Main St. and enter school at main entrance.)

Kindergarten-Grade 8: 2:20 p.m. Dismissal begins at 2:20; we ask that parents who intend to pick students up at the regular dismissal time make every effort to be here no later than 2:35 p.m.

Please be familiar with this important traffic pattern and dismissal procedure. Teachers will be present throughout Dismissal to assist parents and students.

1. Enter the parking lot via the St. Margaret Street entrance.
2. Follow the traffic pattern to side entrance of SMRS; teachers will direct drivers.
3. Remain in your vehicle; teachers will assist students from sidewalk and place them in vehicles.
4. Exit the parking lot turning onto Cohasset Avenue.

Under no circumstances, pass the car in front of you.

Students will not be dismissed unescorted to the parking lot. Students will only be dismissed to adults indicated on the emergency card. If the individual is not well known to the school, we will ask for a picture ID.

**The school will not accept responsibility for students being dropped off on Main Street. Students who have written permission from parents or guardians to leave school premises at dismissal are no longer the responsibility of the school; once they leave they are not to return to school grounds.*

*SANTANDER BANK HAS ASKED THAT PARENTS DO NOT PARK IN THEIR PARKING LOT DURING ARRIVAL OR DISMISSAL.

EMERGENCY CLOSING

WEATHER-EMERGENCY CANCELLATION

In the event of weather-emergency related school cancellation or delayed opening, St. Margaret Regional School will follow the closure policy of the Bourne Public Schools. Being a regional school, our students and staff drive to SMRS from many different locations. Therefore, if schools in surrounding districts announce emergency closure and there is no announcement from Bourne Public, SMRS *may* announce school closure or delay, independently.

Ultimately, parents are encouraged to use their own good judgment regarding safety and driving conditions in their area.

Bourne Public School cancellations are announced on station WPLM (99.1 FM) in Plymouth, WQRC (99.9 FM), WCIB (101.9 FM), and the major Boston TV stations, Channels 4, 5, 6 and 7.

In addition to any televised or radioed Bourne announcements, our families will receive a

SchoolMessenger voicemail, text message, and e-mail informing them of closure or other instructions.

In the event that SMRS announces a delayed opening, Morning Care will begin one hour before the start of school.

EARLY DISMISSAL PROCEDURE

When early dismissal is necessitated by weather or emergency, the school will contact parents and guardians by way of School Reach in a voicemail, text message, and emails. The decision to dismiss students from school in the course of our day is not made lightly. Parents are asked to respond to an emergency closure notification in a timely manner; an expeditious dismissal is important to everyone's safety, as weather conditions can deteriorate quickly.

SCHOOL SECURITY

FIRE DRILLS

All rooms are equipped with a diagram of primary and secondary fire exits. Fire drills will be held with regularity and at the discretion of the Bourne Fire Department. These ensure that the school community is practiced in effective safety procedures, in the event of a fire emergency. Visitors are asked to respond to the alarm by quickly exiting the school building via the nearest outside door.

VISITORS

In order that we may note your presence and offer assistance, all visitors, including parents and volunteers, must first report to the front desk at the main entrance of the school. Visitors will be asked to sign in and sign out in the Daily Visitor Log. Parents may not interrupt teachers during class time. Parents are requested to be at the school only for scheduled volunteer activities and scheduled appointments. For safety reasons, no visitor is permitted to proceed directly to the classrooms at any time.

In the effort to keep our students safe, the following safety policies have been established

- Visitors must report to the office at Entrance "A" (main entrance).
- Visitors must remain in the main lobby unless escorted or given permission.
- Visitors must exit the building from Entrance "A" (main entrance) only.
- Visitors may not go to classrooms or interrupt any class during the school day.
- Visitors may not enter the Boys' or Girls' rooms.
- Students may not open entrance doors to visitors.

A registered sex offender who is the parent/guardian of a student may come onto his/her child's diocesan school campus in order to transport his/her own child to and/or from school; attend Open House Nights/Back to School Nights; attend Parent-Teacher Conferences; attend school sporting events; attend school performances (i.e., school drama or musical performances) or any other school events that are listed specifically on the school's calendar of events. If a registered sex offender who is the parent/guardian of a student receives a notification from a school teacher or school administrator to attend a meeting regarding his or her

child, he/she must follow the protocol set forth in the next paragraph concerning, in general, the presence of registered sex offenders on a diocesan school campus.

In general, a registered sex offender who is the parent/guardian of a student is not allowed to come to campus for any other reason unless they have scheduled a specific appointment directly with the school's administrator/head of school. When an appointment is scheduled with and confirmed by the school's administrator, the parent/guardian must report directly to the Main Office of the school for that appointment and will be escorted by the administrator or his/her designee to the location of the meeting. The parent will be escorted back to the Main Office at the conclusion of the scheduled meeting and must leave the school premises immediately after the scheduled meeting.

STUDENT EVALUATION

Report cards and progress reports are issued three times per year for students in Grades 1-8.

The academic marking code is as follows:

A+	100-97	C+	79-77
A	96-94	C	76-74
A-	93-90	C-	73-70
B+	89-87	D	65-69
B	86-84	D-	60-65
B-	83-80	F	Below 60

*Grades are based on student performance in areas such as classwork, tests, quizzes, projects, homework, and class participation.

TESTING PROGRAMS

One of the ways in which the academic progress of SMRS students is measured and utilized to inform further instruction, is by the administration of standardized testing. The Iowa Test of Basic Skills, is administered annually to students in Grades 2-8. In

addition, the CogAT, a test of cognitive abilities, is administered to students in Grades 3, 5, and 7. Beginning this school year, testing will take place in early May. Testing results are sent to parents and conferences may be scheduled to review results, if desired.

The Metropolitan Readiness Test is given to students in Kindergarten. Parents will receive notification of testing programs prior to administration of tests.

PARENT/GUARDIAN TEACHER CONFERENCES

Formal Parent/Guardian-Teacher conferences will take place after mid-term of the first semester in October.

Parents and Guardians are encouraged to contact their student's teachers with concerns and questions whenever these arise. If a conference is desired at any point in the year, please contact the child's teacher(s) and make an appointment.

UNIFORM AND GROOMING POLICY

A Dress Code serves many purposes; it assists in establishing and enhancing the culture of the school, and facilitates active learning and proper behaviors. Uniforms remind students that they are part of a greater whole and that the important characteristics that distinguish them from others are often internal rather than external. Students are expected to wear uniform with pride. Uniforms are to be clean and all shirts for both boys and girls are to be tucked in. Any distracting or attention seeking attire or grooming is not appropriate at any time. Good hygiene habits will be stressed to encourage a healthy lifestyle. Disciplinary action may be taken should a student not heed a warning to adhere to the dress code and standards of grooming.

* Uniforms are posted on the Donnelly's Website: www.donnelysclothing.com

PRE-KINDERGARTEN AND ELEMENTARY

PRESCHOOL

GIRLS

Solid blue jumper dress*
Yellow Peter Pan top
White, navy, or black knee socks or tights
OR
Solid blue shorts or pants
Yellow polo shirt (short sleeve or long sleeve) *
White, black, or navy socks

Black, brown, or navy shoes

BOYS

Solid blue shorts or pants
Yellow polo shirt (comes in short sleeve and long sleeve) *
White, blue, or black socks (no peds)
Black, brown, or navy shoes

Gym Uniforms

All students

Navy short sleeve t-shirt *

Navy shorts

Navy sweatpants *

Sneakers or athletic shoes (must be tied for safety reasons)

No "light up," sneakers or luminescent/flourescent colors, please.

*Logo preferred

Navy sweater

Navy sweater vest

Hair bows, headbands, or scrunchies - *Please*, no flowers, glitter, sequins, luminescent colors, etc.

KINDERGARTEN- GRADE 4

GIRLS

Dress Uniform:

Blue plaid uniform jumper (with school emblem)

Yellow broadcloth with rounded collar (Long or short sleeved)

Navy blue cardigan sweater with school emblem

Warm Weather Uniform: (*Optional* - September, October, May, and June)

Navy blue uniform shorts with belt and powder blue knit polo shirt with school emblem

Navy blue or white knee socks or tights

Plain and *unadorned* (no sequins, flowers, etc.) black, brown, or navy blue, flat shoes only. Platforms, sandals, heels, and flip flops are ***not*** allowed for safety reasons.

BOYS

Dress Uniform:

Navy uniform pants

Light blue Oxford button down (embroidered school name) short or long sleeved.

Warm Weather Uniform: (Optional- September, October, May, and June)

Navy blue pants or shorts

Powder blue polo shirt with school emblem

Black or blue solid belt (worn with shorts and long pants)

Black or blue socks (no white socks or peds)

Black or brown Oxford shoes (no sneakers worn with dress uniform)

Navy blue sweater vest with school emblem

MIDDLE SCHOOL

GRADES 5-8

GIRLS

Dress Uniform:

SMRS blue plaid skirt (No higher than 3 inches above knee)

Solid light blue Oxford shirt (embroidered school name)
(short or long sleeved)

Navy blue socks or tights

Cross tie

Navy blue sweater or vest with school logo

Plain and unadorned (no sparkles, bows, etc.) black, brown, or navy flat shoes are to be worn. *Plain* Sperry topsiders may be worn. *Platforms, chunky styles, sandals, or heels are not allowed for safety reasons.*

Boys

Dress Uniform:

Navy blue uniform pants (worn with black belt)

Light blue Oxford button down shirt (embroidered school name)
(short sleeve or long sleeve)

Black or Navy blue socks (no white socks or peds)

Black or brown Oxford shoes, as well as *plain* Sperry topsiders

Navy blue tie (ready-made tie or four in hand tie)

Navy blue sweater with school emblem

Navy blue sweater vest with school emblem

Warm Weather Uniform: (*Optional*- September, October, May, and June)
Both boys and girls: powder blue polo shirt instead of Oxford shirt.

Gym Uniform
All students

No jewelry may be worn during gym, for safety reasons.

Navy blue tee shirt with school emblem
Navy blue sweat pants with school emblem (Elastic may be taken out of cuff but pants may not be cut.)
Navy blue long sleeved crew neck sweatshirt with school emblem

**Navy blue shorts with school emblem
Blue, black, or white socks (peds may be worn)
Athletic shoes or sneakers (tied) for safety
No “light up” sneakers or luminescent/flourescent colors

Grooming for All Grades:

Developing a sense of pride in one’s appearance is important for all students, especially when representing St. Margaret Regional School in uniform. Please adhere to the following guidelines regarding dress and grooming:

Girls may wear one pair of stud post earrings. Hoop and dangle earrings are not allowed.

Boys are not allowed to wear earrings or gauges.

All students: No body piercing of any type is allowed.
No tattoos (permanent or temporary) are allowed.
No pocket chains, chokers, necklaces or bracelets made of hemp mabe worn.
Students *may wear* a watch, one bracelet, one special ring, one modest cross or crucifix

Earrings and jewelry are NOT allowed in physical education classes for safety reasons.

Fingernails: Hands and nails should be clean. Girls may wear clear nail polish. No colors or fake nails are allowed.

Hair: Dyed or streaked hair is not allowed. Hair extensions are not allowed. Beads and hair jewelry, such as flowers and feathers, are not allowed. Girls’ hair should be clean and worn in a manner that does not cause distraction. Boys’ hair should be clean, neatly groomed, and no longer than collar length. No fad haircuts are allowed. Students are not permitted to have symbols, letters, or numbers cut into their hair. Both girls’ and boys’ bangs must be above the eye.

Make-up: No make-up is permitted.

The principal has the final determination of appropriate attire and reserves the right to waive the dress code for certain occasions.

Non-Uniform Days:

Dress down days are a privilege; they are meant to be a treat or reward for students. On occasions when students are out of uniform, SMRS *expectations of modesty and cleanliness remain*. Dresses, skirts, skorts and shorts must be modest in length, about 3-4 inches above the knee. Shirts must not show any midriff. Tank tops, shirts, and dresses that are strapless, or have spaghetti straps are not allowed. Jeans must not be ripped or have holes. Shirts must be free from profanity or offensive statements or phrases.

Shoes must have backs: no sandals, flip flops, and no high, platform, or stacked heels. This is for safety reasons.

In general: Parents should oversee students' attire and make sure that our children are dressed suitably and modestly: no sagging pants, thigh length tunics top must be worn with "leggings" and "jeggings." No revealing tops, such as halter tops, tube tops, and those with flimsy straps are not permitted. Exercise good judgment; if parents and/or students have doubts about the appropriateness of an outfit, simply *do not wear it*.

It is essential that families and students cooperate fully with the school's uniform policy. Consequences of repeated violation the SMRS dress code:

1. Warning
2. Loss of dress down privileges
3. Principal-parent contact
4. Consequences of repeated violation will be determined by principal

Cold Weather Months:

When boots are worn to school due to inclement weather, students must bring their uniform shoes to be worn in the classroom. Appropriate outdoor clothing is required for outdoor recess and activities.

Uniform Purchase:

Donnelly's Uniforms

www.donnelysclothing.com

1-800-498-0045

St. Margaret Regional School has a uniform consignment program.

Parents donate used uniforms in good condition; these donated uniforms may be obtained by other parents, free of cost.

PROMOTION

Any question of promotion will be discussed with the parent by the beginning of the third trimester. Any student failing two subjects in a marking period will be reviewed for retention. Notification of possible retention will be made in writing to the parent/guardian in March of the school year. Final retention decisions will be made by June 1st of the school year.

HOMEWORK POLICY

Homework is an important part of the academic program. It will be required for students in elementary levels through Grade 8. Homework is meant to be relevant to material covered in the classroom; assignments are meant to supplement class work and offer practice and reinforcement of the skills and material being studied.

Parents are encouraged to partner with their children and teachers in the learning process. Engaged and proactive parents should check their children's homework each night and be aware of any difficulties students may be experiencing. At the first sign of academic problems or concerns, parents are encouraged to contact the classroom teacher. Please remember that reading is the most important part of homework and should be encouraged nightly, whether formally assigned or not.

Beginning in Grade 2, students are given an agenda in which to write down daily and weekly assignments and reminders. In order to learn and practice organizational techniques, students are guided each day by their teachers to write in their agendas. Parents can assist their children and the teachers by reviewing the assignments and reminders nightly. All students are required to carry the agenda to and from school every day. This agenda will become a very important line of communication among students, parents and teachers.

By middle school, students in Grades 5-8 assume increased responsibility regarding their homework; parents are still encouraged to look over homework, as middle school students will often have several nightly assignments in addition to the long-term assignments involved in research and project presentations. Parents should familiarize themselves with RenWeb and our web site www.smrsbb.org.

It is normal for children to require time to adjust to new teachers and new classrooms. It is also normal for students to feel that homework requires more time and attention than it has in the past; as they progress in school, they should feel challenged by their work and

expect to spend more time on homework. If, however, your child appears to be struggling or is simply spending too much time on homework, *please contact the classroom teacher*. The teacher needs to be aware of your concerns in order to best help you and your child.

FINANCIAL

Tuition Rates 2017-2018

Pre-Kindergarten:

Five day program: (8:00 a.m. - 1:00 p.m.): \$5,500.00 plus mandatory fundraising fee of \$300.00: \$5,800.00

Three day program: (8:00 a.m.- 1:00 p.m.): \$4,400. 00 plus mandatory fundraising fee of \$300.00: \$4,700.00

Two day program: (8:00 a.m. - 1:00 p.m.): \$3,700.00 plus mandatory fundraising fee of \$300.00: \$4,000.00

Kindergarten-Grade 8: (8:00 a.m. - 2:20 p.m. \$5,150.00 plus mandatory fundraising fee of \$300.00: \$5,450.00

Our goal is to keep our tuition affordable to our families. The actual cost to educate a student at St. Margaret Regional School is over \$6,800.00.

Military Discount

We offer a \$100.00 Active Military Discount per family. Please notify the office if you eligible for this discount.

Registration Fee

A non-refundable new student registration fee of \$150.00 per student is required with the Registration Form.

Mandatory Fundraising Obligation

There is a mandatory fundraising obligation in the amount of \$300.00 per family. It may be met by:

Making a payment of \$300.00 to SMRS by May 1, 2017

Or

Adding it to your FACTS tuition balance.

Or

Soliciting family and friends by participation in Walk-a-Thons, Calendar Raffle, or any other such fundraising event. Any amount in excess of \$300.00 will be considered a donation to SMRS.

Payments

The following options are available to all families through the FACTS Tuition Management Program:

Option 1. Full payment made by June 30, 2017

Option 2. 10, 11 or 12 monthly payments made through the FACTS Tuition Management Program beginning June, 2017. FACTS charges an administration fee of \$38 each year.

FACTS

The FACTS Tuition Management program is an automatic bank payment plan by which your financial institution makes monthly payments on your behalf directly to the Diocese from your checking or savings account. The program has some flexibility if unexpected circumstances affect a family's ability to pay on time. Changes can be made through the school to assist those who may require this. Families may choose either the 5th or the 20th of the month to make their tuition payments. There is an annual enrollment fee of \$38 payable to FACTS. A returned payment fee charged by FACTS is \$30.

Tuition Refund Policy

The guarantor is responsible for 1/10 of the total tuition for any month or part of any month that a student attends St. Margaret Regional School. If a student transfers to another school during the year, a refund will be processed for payments in excess of the above mentioned amounts prior to April 1st. After April 1st, no refund will be processed.

CODE OF CONDUCT

Students of St. Margaret Regional School are expected to demonstrate responsible behavior that follows Christian values and focuses on respect for all adults, peers, personal, and school properties.

St. Margaret Regional School endorses fair and appropriate school rules which ensure a safe and orderly educational environment. School personnel, parents, and guardians working together can teach and reinforce respect for others. Group rules are necessary for maintaining a peaceful, Christian, and safe environment.

Cell Phone Policy: St. Margaret Regional School is a no cell phone school. If a student inadvertently brings a phone to school, he or she must bring it to the office; it will be kept there till dismissal. Cell phones will not be allowed on field trips or at school dances. *Disciplinary action will be taken when students violate this policy.*

Electronic Devices: Electronic devices such as iPods, mp3 players, games, etc. are not allowed in school. *Disciplinary action will be taken when students violate this policy.*

NON-ACCEPTABLE BEHAVIOR

These behaviors include but are not limited to:

- Cell phone use
- Running in school
- Throwing things in school or on the playground
- Disrespect to staff, parents or other parties
- Fighting, bullying or shoving
- Swearing, vulgar gestures or language, teasing, name-calling, interrupting others
- Gum chewing in school
- Writing on or damaging books or supplies
- Taking things that do not belong to you
- Destroying or defacing school property
- Vandalism of any kind
- Inappropriate use of technology; destruction of school technology
- Possession of a weapon or objects that could cause harm to others
- Smoking, drugs or alcohol possession of, or sale thereof
- Using medications without permission (including over the counter products)
- Not conforming to uniform dress code; no hats or hoods worn in the school building
- Baseball caps worn on the playground should not be worn backwards

THREATENING LANGUAGE

The principal is required by Diocesan Policy #5665 to address students regarding the consequences for students who use threatening or violent language, or language perceived to be threatening or violent. The principal determines whether the language is threatening or violent. This language includes, but is not limited to, phrases such as, "I am going to kill you," "I'm going to blow up this building," or "I'm going to sabotage the school's computer system." Any person using such language shall be subject to discipline, including but not limited to, suspension or expulsion.

OUT OF SCHOOL CONDUCT

In accordance with the Diocese of Fall River Policy #5226, Catholic school students may be held responsible for conduct outside the school's jurisdiction. The school officials may hold students responsible for any conduct on or off school property that violates school rules, common decency, or civil laws, and therefore reflects negatively on their school community. Such student behavior may be a cause for student suspension or expulsion.

St. Margaret Regional School reserves the right to impose consequences for inappropriate behavior that takes place away from school and outside school hours. Thus, inappropriate use of technology (i.e. home computer) may subject the student to disciplinary actions. Parents/guardians must be aware that they are held legally responsible for the activities of their child on the computer. Inappropriate use of technology includes but not limited to harassment, defamation, misuse or unapproved

use of school name/logos/photos, and remarks directed to or about teachers, offensive communications, and safety threats.

PROCEDURES

When a child's behavior departs from the school's standards of an acceptable behavior any of the following may take place as determined by the teacher and the principal.

- The student may lose recess and/or class privileges.
- The student may be removed from class
- The student's parents or guardians may be notified.
- An incident report may be filed
- Depending on the severity of the incident, the student may receive a suspension from school.

EXPULSION

In the event of a serious infraction, or in the case of repeated suspensions, it is within the jurisdiction of the principal to expel a student from school. Parents or guardians will be required to meet with all involved parties. A student leaving school under these circumstances will not have his or her tuition refunded.

SEARCH

Desks and lockers are property of the school. Teachers and the principal have the right to conduct a search of students' desks and personal belongings.

PLAYGROUND RULES

- No running.
- No pushing, tripping, or general roughhousing on the playground area.
- Wait and take turns for equipment use.
- Play within the designated area and ask permission to re-enter the school building.
- Seek the assistance of the recess duty teachers if any difficulties arise.
- Any infractions of these rules may result in removal from the playground area and loss of recess.
- No electronic devices are allowed on the playground.

HARASSMENT / TOLERANCE

Students, faculty, staff members, and others connected with St. Margaret Regional School should expect to be treated with consideration. As a community, embodied by its diversity, all members have a right to feel both safe and respected to live, work, and learn in an environment, which is free from harassment. To preserve and protect the health of the community and the differences among individuals, the school will not tolerate harassment of any kind and is prepared to respond with appropriate discipline, including dismissal.

St. Margaret Regional School is committed to maintaining a school and work environment that is free of harassment based on race, color, religion, national origin, age, sexual orientation, gender, or handicap. St. Margaret Regional School expects all employees and members of the school community, (students, volunteers and parents), to

conduct themselves in an appropriate and professional manner with concern for their fellow Christians. Harassment in any form will not be tolerated. Harassment may include but may not be limited to:

1. Repeated or persistent offensive remarks
2. Intimidation for favors
3. Overt threats or demands
4. Unwanted physical contact
5. The display or circulation of written or electronic materials or pictures of a derogatory nature.

Any violation of this policy should be brought to the attention of the principal immediately. The principal will conduct an investigation and take appropriate action.

Reporting Harassment

If you feel you or your child is a victim of harassment, contact the principal immediately to discuss the issues regarding the perceived violation.

The complainant, to ensure effective and timely results, should use the following steps:

1. Report any incident to the principal immediately. Be sure to include the perceived aggressor's name, and the nature of the incident, date, time, place or location and any witnesses.
2. Keep written notes on all things relevant to your complaint. Make at least two copies of notes for reference purposes.
3. File a complaint in writing with the principal within 24 hours of the incident so that the important data will not be forgotten or misplaced and while issues surrounding the incident are still fresh in memory.
4. Make an appointment with the principal to review your complaint immediately.

SPORTS POLICY

Participation in sports is often an important part of a child's development, and SMRS is very fortunate to have dedicated coaches to oversee our extra-curricular athletic programs. To ensure the physical safety and academic standing of all students involved in our sports programs, the school will give out specific policies for each sports activity. Students and their parents or guardians will be required to read and sign the form. No student may participate in any sport without a physician's written approval on the medical sports form. This physician-signed form must be on file *before* any student may participate in any sports' activities, including practice, during the year. Parents are responsible for securing the physician-signed medical sports form and giving it to the child's teacher. A separate copy of the physician-signed medical sports form is required for each sport each year.

Classroom work must be up to date and at the achievement level of the individual student. Behavioral concerns may cause athletic ineligibility.

If a student is absent, serving a detention, or suspended he or she may *not* attend practice or play in a scheduled game that day. Behavioral consequences take precedent over athletic and extracurricular commitments. Two unexcused absences, (detention is considered an unexcused absence), or suspension may result in dismissal from the team. Fees paid will be non-refundable.

Specific policies for each sport will be provided at the beginning of each season.

GENERAL POLICY

TELEPHONE USE

The school telephone is primarily for school business, but often parents must contact the school with important messages for their children. The secretary will take parent messages and convey them to students. Teachers and students will not be called to the phone from the classroom except in cases of emergency. Students often need to contact parents or guardians, and they are allowed to do so; however, students may not use the school telephone without the permission of a school authority, such as the principal, teachers, or the school secretary.

EMERGENCY TELEPHONE LINE

An additional telephone line has been established at the school for EMERGENCY USE. This number is (508) 759-9540. This number is to be used only in cases of emergency and should not be used for any other purposes at this time.

FIELD TRIPS

St. Margaret Regional School's academic program recognizes the tremendous importance of fieldwork and research. Field trips of an educational nature may be scheduled by the teachers to enhance the classroom curriculum. Students must have written parental permission to participate; students without such permission *will not be allowed to participate*; these students should remain at home.

Please note: permission slips must be the legal documents given out by the teacher. No other form is acceptable due to legal complications. Phone permission *cannot* be accepted.

The cost of the field trip and bus will be dependent upon the number of paying participants. No child should be excluded due to financial hardship; please contact your child's teacher if expenses are a problem. Any and all chaperones must have an updated CORI on file and must have participated in the Abuse Training Program.

PERSONAL BELONGINGS

Personal items are the responsibility of the student. No items such as toys, electronic devices, cameras, inappropriate reading materials, or large amounts of money should be in a student's possession. Such items will be confiscated and returned only to the parent.

TEXTBOOK POLICY

Textbooks are owned by St. Margaret Regional School and are loaned to students free of charge. All students are to exercise care with the books, including keeping them covered and in a safe place at home and in the schoolyard. Normal wear is expected, but any student who is issued a book in new or good condition and returns it in fair or poor condition will be expected to pay to replace the book. Lost books will be paid for before another text is issued to the student. On occasion, students may be asked to purchase special books for a certain class. If there is a financial problem please speak to your child's teacher.

EXTENDED CARE

Extended Day Program Schedule

The Before Care program runs from 6:30 – 7:45 a.m. for Pre-Kindergarten – Grade 8. The After Care program runs from 1:00 – 5:30 p.m. for Pre-Kindergarten and 2:35 -5:30 p.m. for Grades K – 8 on full school days. Any changes to the schedule will be communicated by the principal.

Admission Policy

Students enrolled in Pre-Kindergarten – Grade 8 at SMRS may participate in the Extended Care Program. Students must adhere to the rules, and parents must keep financial obligations up to date in order for the student to attend the program. Students may participate in morning or afternoon sessions, as needed. Students arriving prior to 7:45

a.m. or not dismissed to parents or guardians by 2:35 p.m. will join an Extended Care class for proper supervision; parents will be billed accordingly. Please note that students dropped off at any time between 7:30 a.m. and 7:45 a.m. will incur a 15 minute charge.

To facilitate proper staffing, please notify Mrs. Teehan, program director, of your child's Extended Care schedule. We encourage parents to fill out all Extended Care paperwork so that we will have it on file should you unexpectedly require Extended Care services. Also, students who are not dismissed to parents or guardians after extracurricular activities will be sent to Extended Care; their families will be billed accordingly.

Extended Care Pick Up Policy

Parents, guardians, or authorized individuals must enter through the doors by the Kindergarten classroom. Students will be released only to parents or an authorized individual. An authorized individual is someone on the student's Emergency Information Form, or someone to whom the parent or guardian has given written permission and submitted this permission to the school. A photo ID of the authorized individual will be requested unless well known to school personnel. Students *will not be released to*

individuals who are not on their emergency forms or to those without written permission. Students must be signed out by a staff member.

Discipline

Students are expected to abide by the SMRS Code of Conduct while attending the Extended Care Program. They are expected to demonstrate responsible behavior that exemplifies Christian values and focuses on respect for all adults, peers, personal, and school properties. Students are required to remain in their school uniform while they are at Extended Care.

Emergency Procedures

The school nurse is not available during Extended Care hours. Any minor first aid care will be provided by the extended day staff. If an injury requires more than minor first aid, the parents and/or rescue will be contacted. Emergency procedures are consistent with the emergency procedures used during the school day. Emergency contact information must be provided on the school Emergency Information Form for students attending the Extended Care Program. This information will be on file in the school office. A copy will be made available to the Extended Care Program staff.

Snacks

Please send a snack and a drink with your child for Extended Care. Please let your child know that this snack is for Extended Care. The staff will have snacks available only for students who must unexpectedly attend Extended Care due to unforeseen circumstances. **Parents should notify the Extended Care staff in writing if their child has any food allergies.**

Payment

The Extended Care cost is \$7.50 per hour charged in 15 minute increments for the first child and half-price or \$3.50 per hour for each additional sibling.

Parents arriving after 5:30 p.m. will be billed at a rate of \$7.50 for every five (5) minutes late. Financial obligations must be kept up to date in order for your child to participate in the Extended Care Program. Parents or guardians will be billed via email or paper invoice if desired on or about the 5th day of each month for Extended Care services for the prior month. If payment is not received by the 20th of the month, your child will not be able to attend Extended Care. If you prefer a weekly invoice please notify Mrs. O'Brien, Business Manager. Deposits for the program are accepted and parents or guardians will receive a statement detailing the declining balance.

Staff

The Extended Care Program is staffed primarily with our dedicated teachers as well as with teacher aides, parents and work-study students from the Massachusetts Maritime Academy. All staff members attend the Abuse Prevention Training Workshop required by Catholic Social Services of the Diocese of Fall River and complete a Criminal Offender

Record Information (CORI) filing. Mrs. Teehan, the director of the Extended Care Program, should be contacted with any questions or concerns.

Extended Care Procedures

Before Care (6:30 -7:45 a.m.): Students enter through the Kindergarten doors and proceed to the Kindergarten classroom where Miss Larson signs them in. Students' activities include studying, reading, playing games, etc. A staff member accompanies students to the gym for morning prayer at 7:45 a.m.

After Care (2:35 p.m. – 5:30 p.m.): After regular dismissal, students are escorted to the Extended Care rooms according to grade. Pre-kindergarten students, who have remained in their classroom until 2:45 p.m., will be escorted to the kindergarten classroom to continue their extended day. Students' activities include doing homework, playing outdoors or indoors in the gym, working on arts & crafts, playing games, supervised technology in the computer lab, and videos.

If parents believe their children have been at Extended Care for a long enough period of time to have finished their homework and they are consistently not finished, please inform Mrs. Teehan. Family time is important, and it is our intention that students who are here for more than an hour will have completed most, if not all, of their required homework.

Administration's Right to Amend

The Administration retains the right to amend or modify the policies in this handbook.

**SAINT MARGARET REGIONAL SCHOOL
STUDENT HANDBOOK AND BULLYING POLICY ACKNOWLEDGEMENT**

Please Print

Student's Name

Grade

_____	_____
_____	_____
_____	_____
_____	_____

I have read the Saint Margaret Regional Student Handbook and Bullying Policy for the school year of 2017-2018. I am aware of and I agree to be bound by the policies and guidelines found therein.

Parent's Signature _____ Date _____

Parent's Printed Name _____

Permission to Photograph

I give St. Margaret Regional School permission to use photos taken of my son(s)/daughter(s). These may be used in conjunction with public relations as they highlight the different activities that take place at St. Margaret Regional School during the school year of 2017-2018.

Parent's Signature _____ Date _____

Parent's Printed Name _____

I do not want photos of my child(ren) to be used in conjunction with public relations highlighting and/or explaining the different activities that take place at St. Margaret Regional School during the school year of 2017-2018.

Parent's Signature _____ Date _____

Parent's Printed Name _____

