



Saint Monica School

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Methuen, MA 01844

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Student/Parent Handbook 2017 ~ 2018

Please make sure last page is signed by the parent and student and returned to the school office no later than Friday, 9/8/17.

This Student/Parent Handbook has been revised and updated for the new school year.

PLEASE READ CAREFULLY as there are some changes.

PEACE PRAYER OF ST. FRANCIS

*Lord, make me an instrument of your peace,
Where there is hatred, let me sow love;
where there is injury, pardon;
where there is doubt, faith;
where there is despair, hope;
where there is darkness, light;
where there is sadness, joy;*

*O Divine Master, grant that I may not so much seek to
be consoled as to console;
to be understood as to understand;
to be loved as to love.*

*For it is in giving that we receive;
it is in pardoning that we are pardoned;
and it is in dying that we are born to eternal life.*

Amen.

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ST. LUCY AND ST. MONICA PARISHES

August 2017

Dear Friends,

This past year has been such a blessing as we have seen our school grow largely due to the addition of a new pre-k program. The halls were alive with the sounds of the little ones learning how to be part of a community, their first formal steps, outside of the lives they live in their homes. At St. Monica we build a culture where the older kids help the little ones, each guiding those a bit behind them to walk the road they themselves have travelled. The Christian life always involves a journey with those farther along helping those who are following on the path to Christ. At St. Monica we are indeed “our brother’s keeper.” As a community we matter to each other and form our children to love, share, and to forgive. We are confident that these lessons will last a lifetime. A life journey constantly takes you into new communities, new families are formed and community is built in our churches, workplaces, towns and nations. Our children know they are of inestimable value in the eyes of God, but also know the important lesson that so is every other child as well.

As summer settles in during these waning days of June, the schoolyard is quiet and I miss the sounds of the kids simply being kids in their sports and games. Recently we received a beautiful letter from a grieving family member who buried a loved one at St Monica Church. The letter praised the children as they paused for a few moments of silence as the casket left the church and was placed into the hearse 100 feet from where they were playing. This beautiful action is a concrete example of what our children receive in their formation here. They freely gave a few moments of time at play to convey to a stranger that they care about their pain and loss.

I look forward to the coming school year confident that our children, faculty and staff will continue to inspire me, just as they have in each year since I arrived in 2013. I hope you will be inspired to become more involved in the life of St. Monica School and our parish, or in your own parish if you live elsewhere. If we give God a little he receives our gift and gives us back so much more. *“let the children come to me and do not prevent them, for the kingdom of heaven belongs to such as these”* Christ’s own words that show us the key to life, the children teach us, perhaps even more than we teach them.

May God give you every blessing as we begin this new school year.

Fr. Bill Lohan
Pastor

212 LAWRENCE STREET METHUEN, MASSACHUSETTS 01844 978-683-1193



August 2017

Dear Parents, Guardians and Students,

Welcome to school year 2017-2018. All at St. Monica Parish and School continue to celebrate the 100th Anniversary of St. Monica Church and look forward to 2018-2019 to celebrate the 60th Anniversary of St. Monica School.

In June the Faculty, Staff and Sr. Suzanne met to begin speaking about our goals and vision for the upcoming school year. We would like to proclaim this year a “Year of Kindness” in words, deeds, looks and actions at home, in school, in public forums, in sports and in all the fun places. If you have checked our Facebook page this summer you will have seen in print, Kristen Snay’s, our PTO President, challenge to all our students and families on our Kindness Goal. When you enter the school building this fall you will see in large print on our walls words of kindness and love to all who enter our Sacred Space. We want St. Monica School to be different in our world and to be counter culture to all the division, violence and inappropriate behavior toward one another.

We are asking you our parents to join with us and be on our team of Kindness in role-modeling to your child/children. Together we can use our voices in praise and honor to God and to one another.

We welcome to our St. Monica Family, Mrs. Susan Navien, as our music teacher. Mrs. Navien comes to us from the former St. Joseph School in Haverhill. We are happy to have her aboard. Ms. Nadia will continue to give lessons to our band students after school hours. We support and encourage our students as they continue in growth and improvement.

We also welcome Mrs. Michelle Cotnoir as Aide to Mrs. Alaimo in our Kindergarten class. We are delighted to add her to our staff. Mrs. Arasi will be teaching our second class of four year olds. We are grateful to God, our teachers and our wonderful families for the growth of this program.

Looking forward to a fabulous year of learning, loving, leading and happiness! Thank you for the privilege of teaching your child/children.

Pax et bonum,

Sr. Suzanne Fondini, mfc
Principal

St. Monica Mission Statement

Saint Monica School is a distinctively Catholic School, a faith community of the Catholic Church. Our mission is that of the Church; to spread the Gospel and prepare students for their state in life.

In our striving for academic excellence, we keep in focus that this is a Catholic School where religious and moral formation are the first in the hierarchy of values.

In fostering leadership in our students, we prepare them to take their place in the Church and society as leaders who will be prepared to serve all with respect, dignity and justice.

S – Service

T – Trust in God

M – Moral Character

O – One Community

N – Nurturing Hearts

I – Inspiring Confidence

C – Catholic Leaders

A – Academic Excellence

Philosophy of Saint Monica School

It is the primary responsibility of Saint Monica School Faculty to educate the whole person in terms of his/her nature, origin and destiny. Our educational system, while carefully structured to ensure the spiritual, intellectual, moral, social, cultural, physical, and psychological development of the child, is sufficiently flexible to adapt itself to the immediate needs of the student whom it serves with priority always given to a consideration of the mature human growth of the individual.

Always conscious of the individual dignity of each student as a child of God, the teacher aims, through dedication and a personal interest, to help the child reach his/her full potential as a person. Creating enthusiasm for creativity and initiative is encouraged through a cooperative effort with home and local community agencies that share the responsibility of affecting the total development of the student.

Saint Monica Elementary School aims to provide the students with a well-balanced program. Since the school is a religious institution, a sound religious and moral formation is first among its hierarchy of values. Intellectual excellence is achieved by means of a program suited to the students' developmental needs at the various grade and age levels. The program is so structured as to consistently build on the work of previous years, not merely by direct teaching, but also by students' discovery and creative achievements. One of our primary objectives is to encourage the pursuit of the highest academic excellence of which a student is capable. Field trips, cultural excursions and special programs are made available to the student in order that he/she may become more culturally appreciative of his/her environment.

Goals and Objectives

The goals of Saint Monica School, as expressed in the written philosophy statement, are and will continue to be realized in the following ways:

A Christian atmosphere where Gospel Truth is promoted and is achieved by

- the Religion curriculum, which is taught daily
- daily prayer
- liturgies and worship services
- service projects
- modeling of Christian values

Students are enabled to achieve the best of their abilities by

- recognition of different learning styles
- provision of opportunities for creative expression
- peer tutoring
- use of a curriculum which promotes critical thinking skills

Pride, self-confidence and positive self-concepts are encouraged through

- quarterly report card awards
- student of the month awards
- incentives for achievement
- public recognition of achievements outside of school
- providing opportunities for students to assume positions of responsibilities with the school (i.e. special occasion guest-greeters, office helpers, etc.)
- recognition of each child's birthday
- activity programs/clubs (spirit club, basketball, student council, yearbook, recycling, bowling, drama, National Junior Honor Society, Breakfast Club, etc.)

Support is extended to the families through

- on-going communication among the administration, faculty and families regarding issues affecting the child
- communication between teachers and families through school notices, signed papers, quarterly progress reports, report cards and personal interaction
- monthly calendars are found on the website www.stmonicamethuen.org and by clicking on the school part of the website under "Activities Calendar"
- distribution and review of the school's *Student Handbook*
- invitations to families to attend liturgies, prayer services, conferences, concerts, special occasion celebrations, etc.

Admission Policy

Students are admitted to Saint Monica School on an annual basis. Continuance at Saint Monica School for each successive year will be based on attitude, behavior, adherence to school policies, academic achievement and the ability of the school to meet the child's needs.

A decision not to renew will be made by the Principal.

Saint Monica School's admission policy is consistent with the Archdiocesan Policy of Non-Discrimination. Non-Catholic students are required to participate in Religion classes along with the other students. All students, including non-Catholic students, are required to attend liturgies and prayer services along with the rest of the student body. Saint Monica School does not discriminate on the basis of race, color, creed or sex.

St. Monica School has open enrollment. You may fill out an application at any time. There will be an Open House during Catholic Schools Week in late January/early February. Application forms are to be filled out and returned to the office and should include all required documents.

Please note: Parents desiring their child to receive First Holy Communion with the St. Monica School second grade class, should have their child baptized before they enter second grade. After the age of seven, the child will be required to attend the RCIC (rite of Christian Initiation for Children) Program before they can be Baptized and receive First Holy Communion.

Pre-K Registration

- Preference is first given to students with siblings in the school, and then to parishioners, who register before *Catholic Schools Week* begins. Siblings and parishioners who register during or after *Catholic Schools Week* will not be guaranteed preference.
- Preference is also given to those students registering for five full days.
- Required application documents: Application Form, Birth Certificate, Baptism Certificate (if baptized), Current Physical with Immunizations and proof of a lead screening.
- After siblings and parishioners, acceptance will be first-come, first-served.
- Meeting and interview with Principal or Early Childhood Director is required for both student and parent.
- Pre-K 3 students must be three by September 1 and be able to use the bathroom.
- Pre-K 4 students must be four by September 1 and be able to use the bathroom.
- A **non-refundable** application fee of \$50 is required at the time of application.
- A **non-refundable** registration fee of \$100 is required at the time of acceptance.

Kindergarten and Grade 1 Registration

- Preference is first given to students with siblings in the school, and then to parishioners, who register before *Catholic Schools Week* begins. Siblings and parishioners who register during or after *Catholic Schools Week* will not be guaranteed preference.

- Required application documents: Application Form, Birth Certificate, Baptism Certificate (if baptized), Current Physical with Immunizations and proof of a lead screening and most recent progress report/report card (Gr. 1).
- Students must pass a standardized readiness evaluation.
- Grade K students must be five years old and Grade 1 students must be six years old by September 1 (State Law).
- A **non-refundable** application fee of \$50 is required at the time of application.
- A **non-refundable** registration fee of \$100 is required at the time of acceptance.

Grades 2 through 8 Registrations

- Preference is first given to students with siblings in the school, and then to parishioners, who register before *Catholic Schools Week* begins. Siblings and parishioners who register during or after *Catholic Schools Week* will not be guaranteed preference.
- Required application documents: Application Form, copy of birth certificate, Baptism Certificate (if baptized), physical with immunizations and last report card are required as well as two letters of recommendation from current teachers and a discipline report form the Principal of the school child is currently attending.
- Previous school will be contacted.
- Applicants must meet established grading criteria for academic subjects and conduct and effort standards (as evidenced by current report card, letters of recommendation and discipline report).
- Interview with Principal, parent and prospective student is required to review the expectations of St. Monica School.
- A **non-refundable** application fee of \$50 is required at the time of application.
- A **non-refundable** registration fee of \$100 is required at the time of acceptance.

A tuition waiver is required for any child coming from another Catholic school.

All new Students, Grades PK-8, will be accepted on a **trial basis**. Parents will be updated on the progress of their child's adjustment to Saint Monica School both during and after the trial period.

Re-registration for Grades Pre-K through Grade 8

All tuition and late fees must be paid in full for the previous year before a student will be readmitted to Saint Monica School the following year. The school asks to be notified by December 31st if your child is not returning. Billing is sent out in January for February re-registration. New registration takes place the last week of January, Catholic Schools Week, and this information is necessary for planning purposes.

- Re-registration takes place in February
- A *non-refundable* re-registration fee will be charged by Smart Tuition in February.

Tuition

A Catholic Elementary School can only offer its educational services with a clear and firm tuition policy. Ever-increasing costs for well-qualified personnel, goods and services make tuition fees mandatory.

- The Finance Board in conjunction with the Pastor will decide on tuition fees.
- A copy of the current tuition rate is on file in the school office and online.
- Tuition is paid through Smart Tuition. (A late fee of \$60 is assessed if the monthly tuition is not received by Smart Tuition five days after the due date).
- Late fees will not be forgiven due to St. Monica School having to pay the late fee.
- All tuition and late fees must be paid in order for Kindergarten and eighth grade students to participate in graduation activities and the graduation ceremony.
- **All tuition and late fees must be paid in full in order for students to return to Saint Monica School the following fall.**
- **No child will be admitted into fall classes if the first two tuition payments and application fee have not been paid.**
- If a family falls behind in payments, they will receive two reminders; after the two reminders they may be asked to withdraw their children from the school.
- If there is a problem with tuition payments, the Business Office should be notified (978-686-1801).
- June report cards will not be mailed to students who have outstanding tuition balances, including late fees.
- **Due to Smart Tuition methods of billing anyone transferring their child out of St. Monica School must notify the Business Office IN WRITING by December 31st of the current school year or they will be charged the non-refundable registration fee of \$150.00 in February. All tuition must be paid in full before your child transfers.**

Tuition Rates for School Year 2017/2018

Tuition is paid in eleven monthly installments from July 2017 to May 2018.

Tuition (non-refundable)

| | | |
|----------------------------|--------------|----------------------------------|
| <u>Pre-K</u> | 5 Full Days | \$6000 or approx. \$545.46/month |
| | 3 Full Days | \$4000 or approx. \$363.64/month |
| | 2 Full Days | \$3000 or approx. \$272.73/month |
| <u>Kindergarten</u> | All Children | \$4850 or approx. \$440.91/month |
| <u>Grades 1 - 8</u> | First Child | \$4550 or approx. \$413.64/month |
| | Second Child | \$4300 or approx. \$390.91/month |

| | |
|--------------|-----------------------------------|
| Third Child | \$4050 or approx.. \$368.18/month |
| Fourth Child | Free |

Other Fees: All fees are non-refundable and will be collected through Smart Tuition in the months stated below:

| | |
|------------------------|---------------------------------------|
| July | \$43.00 Smart Tuition Fee |
| August | \$100.00 Book Fee per child (Gr. K-8) |
| | \$50.00 Book Fee per child (Pre-K) |
| October | \$125.00 Fundraising Fee |
| January (Gr. 8) | \$160.00 Grad. Fee (approx.) |
| February (Gr. Pre-K-7) | \$150.00 Reg. Fee per child |

All families with students in Pre- K and kindergarten are required to pay the full tuition.

Pre-K and Kindergarten children are always considered the first child. Any additional siblings will start at the second child fee. In the event of more than one child in Pre-K or kindergarten, full tuition is required for each child and any child in Gr. 1- 8 after that will start at the third or fourth child fee depending on the number of children.

Please Note: Any parent wanting their preschool to child to attend a day other than the days they are scheduled to attend will be charged \$100 for that change.

Tuition Contract 2017/2018

Agreement to be governed by Handbook Policies:

Parents/Students agree to follow the policies and practices as described in the Saint Monica School Parent/Student Handbook. The policies and procedures outlined in the handbook may be modified or amended at any time without notice.

Tuition Policies: Students may not begin a school year with delinquent tuition; families will be required to make arrangements for resolving any outstanding tuition PRIOR to the first day of School. All tuition must be paid by May in order for your registration for the 2017/2018 School year to be valid.

Re-registration for following year: Parents are billed the non-refundable re-registration fee of \$150 through Smart Tuition every February. The re-registration fee holds your child's seat for the following year unless your tuition is in arrears. If your tuition is in arrears, your child will be put on a waiting list for his/her class and will not be considered for re-acceptance until all tuition is current (if there is then space available in your child's grade). If you do not want your child registered for the following year you must notify the school office in writing by January 1st of the school year your child will attend.

Terms of Enrollment/Terms of Withdrawal of Enrollment – Saint Monica School relies on its student enrollment as of July 1, 2017 for determining staffing requirements, for ordering textbooks and supplies and for planning purposes for the upcoming school year. The first tuition installment must be paid on or before your July 2017 due date to enroll the student for the upcoming school year. If you terminate the student’s enrollment before June 30, 2017, you will have no further financial obligation to the school. If the school or parent terminates the student’s enrollment on or after July 1st, no refunds will be issued for any tuition that has already been paid. Any tuition due prior to the students departure will still be due. That includes the months of July and August. If the student attends school and terminates during the school year (by either the Principal or the family), you will be financially responsible for paying tuition up to the last day of the month the student is terminated. Student terminations must be made in writing/email to the school office.

Smart Tuition - All tuition payments must be made through Smart Tuition. Current students and new siblings will automatically be enrolled for the 2017/2018 school year and parents of new students must register for Smart Tuition online or by phone. Students no longer attending St. Monica School will be deleted from Smart Tuition for the 2017/2018 school year. All payments must go through Smart Tuition. Transfer of records or participation in graduation activities will be in jeopardy unless tuition (including late fees) is paid in full. You may contact Smart Tuition with any changes to your account when they send your welcome letter 20 days prior to your first payment due date.

Financial Aid – Any financial aid received will be spread equally over the monthly payments through Smart Tuition. Financial Aid is limited and only those families applying through FACTS Grant and Aid will be considered.

Fundraising Fee – There is a \$125 fundraising fee for each family charged in October through Smart Tuition for PTO fundraisers. It is also expected that students will participate in fundraising for the Walk for Education and fundraisers benefiting their class trip or field trip. Fundraising is a part of who we are as a Catholic School and helps to offset the cost of tuition. There are also many other small fundraisers that assist the school in purchasing educational materials for your children. It is expected that everyone will support these as well.

The School Advisory Committee approved the above policies. Only the Principal or Pastor can approve exceptions to these policies.

If you cannot pay tuition on time, you must communicate with the Business Office 978-686-3311.

By the very fact that you have registered your child at St. Monica School you have agreed to the terms of this contract.

School Hours

All students should be in the school yard between 7:40 and 7:50 AM. The bell rings at 7:55 AM and the students will line up and enter the school building. Preschool students should be brought to their classroom by a parent between 7:30 and 8:15AM.

Grades 1-8 classes begin at 8:00 AM and dismiss at 2:00 PM. Preschool class begins at 8:15 AM and ends at 1:50 PM. Kindergarten class begins at 8:00 AM and is dismissed at 1:50 PM. On HALF DAYS dismissal is at 11:00 AM, Preschool and Kindergarten at 10:50 AM.

Students may enter the school yard at 7:40 AM. No student is to be in the school yard before 7:40 AM. There is no supervision for any student who arrives in the school yard before 7:40 AM. There is a morning program for registered students beginning at 7:00 AM. The fee is \$15.00 a week or \$4.00 per day. Any child who is dropped off before 7:40 AM will be billed for that day. Bus students must come in to the building if they arrive before a teacher is on duty at 7:40 AM and are not billed for the morning program.

Children are considered **LATE** if they are not in their class lines entering the building. Frequent tardiness of any student will be referred to the principal. **Parents will be contacted for a meeting for a child's excessive unexcused tardiness.** Students in Grades K-8 will be marked tardy after 7:55 AM. Preschool students who arrive after 8:15 AM will be marked tardy.

CONTINUED THIS YEAR: Children who arrive after the 7:55 AM bell must be escorted by their parent or guardian into the building and signed in at the School Office. All parents escorting their preschool child to the classroom must check into the school office. This is for safety reasons.

Excused tardiness ONLY include dentist or doctor appointments accompanied by a note. Any other tardy will be excused only at the discretion of the Principal.

Dismissal

The students leave the school in line formation and they will proceed to their designated areas. Parents are responsible to be prompt in picking up their children on time. With concern for the safety of our students, **we ask all parents whose children are in CAR LINE 1 to pick up their children at the designated area.** **NO CHILDREN ARE TO RUN ACROSS THE YARD.**

- If you are picking up your child and you are delayed, notify the school office.
- If there is a change in plans for dismissal for your child, a written note is required to be passed into the teacher. **NO child will be allowed to telephone for permission to go home with another student.**

The school is not responsible for children after they are dismissed. Please be prompt about picking up your children after school. **PLEASE NOTE THIS CHANGE:** **As we continue to grow and prosper our teachers have more responsibility after the school day ends. Teachers are tutoring and organizing/supervising after-school activities and some will be working in the Extended Day program. Due to this, teachers will not be able to supervise students in the parking lot at dismissal after 2:10 PM. If your child is still here at 2:10 PM, he/she will be sent to the Extended Day Program and you will be billed for the amount of time your child is there.**

PARENTS MUST REPORT TO THE OFFICE WHENEVER THEY COME INTO THE SCHOOL. PARENTS NEVER GO DIRECTLY TO ANY CLASSROOM BEFORE, DURING OR AFTER SCHOOL WITHOUT THE PERMISSION OF THE PRINCIPAL.

Gym Class

Gym is part of the elementary school curriculum. It is important for every child to participate in gym class. If your child is unable to participate in gym class, **a doctor's note must be brought to the school. Another doctor's note must be brought in stating when your child may return to gym.**

Monthly Calendar

The school calendar will be found on the following website, www.stmonicamethuen.org. Click on the school part of the website and then "Calendar." The calendar lists important events and activities of the month as well as changes in the schedule, early dismissal days, Holidays, Holy Days of Obligation and other significant events. **It is the parent's responsibility to check the calendar periodically because it will be updated continually. Please take careful note of half days so your child will be picked up promptly at dismissal time, which is 11AM.** The lunch calendar should never be used as our school calendar. We reserve the right to make changes to the school calendar as needed.

School Cancellation Announcements

Any radio or television announcements regarding weather holidays for the METHUEN PUBLIC SCHOOLS also apply to all classes at Saint Monica School. If there is a delayed opening for the Methuen Public Schools, Saint Monica School will also have a delayed opening. Announcements are made on WBZ-AM Radio, 1030, or television Channels 4, 5 and 7. Announcements are not called into the FM channels. **Please do not call the School, Parish Office, or Rectory regarding school cancellations/delays.** Methuen residents will find announcements on the Methuen Cable Channel 10 at approximately 6:00 AM. When we are notified in advance of a school cancellation, we will use Blackboard Connect to notify families. Please remember to keep your Blackboard Connect account up-to-date.

Attendance

Daily regular attendance is a key to success. Every effort should be made by the parents to see that their child is in school every day. Perfect attendance awards are only given to those students who were never absent, tardy or dismissed during the whole school year. **However, please do not send the child to school if he or she is sick.**

1. **Parents are requested to call at 978-686-1801 by 8:00 AM** if their child is unable to attend school that day. You may also email us by 8:00 AM at saintmonicaoffice@verizon.net. This is for safety reasons. If we do not receive an email, then the child, on the day of return, must bring a written note with regard to his/her absence. If we do not receive a note, your child will have a detention the following day. **If a telephone call is not made to the school office or an email sent by 8AM, the absence will be considered unexcused.**
 - a. **Excused Absences** – May include the following: illness, death in the family, religious holiday, court appearance, eighth grader visiting a high school, doctor or dental appointments.

- b. **Excused Absences for High School visits** – only two (2) absences will be excused for high school visits.
 - c. **Unexcused Absences** – Time taken from school, outside of school vacation, is academically harmful to a student and should be avoided whenever possible. Unexcused absences may include but are not limited to the following: family vacations when school is in session, extended vacations before and after school scheduled vacations, sports tournaments.
2. Parents will be notified by the school office when patterns of absence (frequent absences on Friday and Monday) are documented, since this type of repeated absence is detrimental to the child’s progress.
 3. School is ordinarily in session 180 days. If a student is absent twenty or more days, without instruction, he or she may be asked to go to summer school or repeat the grade. If a student is absent three or more consecutive days, then a **doctor’s note is REQUIRED** to be sent to the school nurse stating the reason for the absences.
 4. Parents who are not home during the day must inform the school office of the place where they can be reached in case of an emergency. If the place of employment differs from that given on the emergency form, please notify the school. An **EMERGENCY TELEPHONE NUMBER IS MANDATORY.** Please inform the school at once should you change your emergency numbers or your home address.
 5. **Early Dismissal**– In order for a student to be dismissed, a parent must contact the school by telephone or note. Please tell us the time for dismissal and who will pick up the child.
 6. Students absent more than **ten days in a term** will fail all subjects for that term. However, there may be school defined extenuating circumstances that may permit or excuse absences. A vacation trip is not an extenuating circumstance.
 7. **When a student returns to school after an absence, they are required to make up all work missed according to the number of days absent. (example – two days absent, then all missed work must be completed in two days)**
 8. **If a student is absent on the day of a quiz/test/project, the student will be required to make up the test/quiz/project on the day they return to school.**
 9. **Students in grades 6, 7, and 8 are responsible for collecting all missed assignments from their teachers. This responsibility belongs solely to the student, and not at all to the teacher.**

Appointments

Every effort should be made to make all dental and medical appointments after school hours. When this is not possible, and the student must be released, a note or telephone call from the parent or guardian is required. No child will be dismissed early without a note or a telephone call from a parent. When a child is to be released early, the PARENT OR GUARDIAN MUST COME to the school office to pick up the child. (Parents are not to go to classrooms.)

Vacations

All vacations and trips should be scheduled when school is not in session. Any vacation taken during school time should be reserved for special instances, it should not be the ordinary. Sr. Suzanne must be notified by email in advance at least one week prior to the student taking a vacation (or earlier if it is known). Parents are responsible to work around the school schedule. Teachers ***are not responsible*** for preparing work for a student in advance of a vacation.

If such vacations are taken, the responsibility for completing the work that was missed will rest solely with the student/parent. The student must make up all tests and all written assignments when they return to school according to the number of days absent (See Attendance on Page 6, item #7). Whenever possible, teachers will file this work in a folder for the student to complete upon his/her return. Papers/projects/book reports assigned earlier in the term and due during the unauthorized vacation must be passed in before the student leaves. In the upper grades where note taking during class is often required, the vacationing student should ask a “buddy” to take notes for him/her during the absence. **No teacher may be asked to cover the work or instruction missed.**

Release from School

A child may not leave the school premises unaccompanied by a parent or relative. In case of illness, the parents will be notified and the parent and/or designated person **MUST COME** to school and take the child home. The child will be dismissed from the nurse’s office. No parent is allowed to go to the classroom.

Student Progress

All parents and students are responsible for regularly checking their academic progress. Progress Reports and Quarterly Report Cards for Grades 1-8 will be available on jupitergrades.com. Please see online calendar for dates. You may check your child’s grades at any time on jupitergrades.com. If your child’s grades have not been updated, please contact his/her **teacher**.

Kindergarten Progress Reports and Report Cards will be given out by your child’s teacher.

Report Cards

Report cards for Grades 1-8 are given out four times a year. **Report cards will be withheld if tuition is not up-to-date.** For the 2016/2017 school year, cards will be given out on the following days:

| | | |
|-------------------------|---------------|---|
| 1 st Quarter | November 9 | Parent/Teacher Conference by appointment – The parent is to pick up the Report Card at 12-2PM or 6-8PM. |
| 2 nd Quarter | January 25/26 | The Principal will give the report cards individually to the students. |

| | | |
|-------------------------|--------------------|--|
| 3 rd Quarter | April 5/6 | The Principal will give the report cards individually to the students |
| 4 th Quarter | Last day of School | Report cards will be given to students on last day of School. (if tuition and late fees are paid in full) |

Preschool Reports

| | |
|------------|---|
| January 19 | Parent/Teacher Conference – Parent picks up report Card (by appointment only) 8:00 AM – 2:30 PM |
| May 23 | Parent/Teacher Conference – Parent picks up report Card (by appointment only) 8:00 AM – 2:30 PM |

Kindergarten Reports

| | |
|---------------------------|---|
| November 4 | Progress Reports given to students by Sr. Suzanne |
| January 19 | Parent/Teacher Conference – Parent picks up report Card (by appointment only) 8:00 AM – 2:30 PM |
| June (last day of school) | Final Assessment given to students if tuition and late fees are paid in full. |

Parent Teacher Conferences

A formal parent/teacher conference is scheduled for the end of the first marking period for Grades 1 through 8. This conference will take place on Thursday, November 9th from 12-2PM and 6-8PM. The conference is for parents and teachers only (**NO STUDENTS**). Parents may meet with teachers at other times during the year to discuss progress or any other problems, before and after school hours or by **appointment made with the teacher**.

Exams

Midterm exams are given in January and Final Exams are given in June for all students in Grades 5 through 8. Children must be present for exams. Do not make appointments during exam weeks. **Exams will not be rescheduled unless a student is sick.** Classroom time will not be taken for make-up work. Exams are worth ten percent of the overall grade and must be taken very seriously. Exams are scheduled the week of:

2nd Term

Grades 5-8 January 7-13

4th Term

Grade 8 Finals begin May 29

Grades 5-7 Finals begin June 4

Grading Policy

St. Monica School uses Jupitergrades.com. This allows for the student grades to be available at all times. The teachers enter grades weekly or every other week and parents/students are responsible for checking these grades. Grades are available to parents and students in Grades 1-8. A login and password are needed.

Grades consist of daily work, quizzes, projects, tests and homework. Grades 5 through 8 midterms and finals count as ten percent of the overall grade (see below).

| | | |
|---------------------------|--------------------|--------------------|
| Report Card Final Grade : | First Quarter 20% | Third Quarter 20% |
| | Second Quarter 20% | Fourth Quarter 20% |
| | Mid-Term Grade 10% | Final Grade 10% |

Grades 1

Report card grade is:

- 20% of class work, homework and quizzes
- 40% tests
- 40% projects

Grade 2

Report card grade is:

- 20% homework
- 20% class work
- 20% quizzes
- 40% tests, projects

Grade 3

Report card grade is:

- 15% homework
- 10% participation in groups/partner work
- 20% class work
- 20% quizzes
- 35% tests, projects

Grades 4 & 5

Report card grade is:

- 5% homework
- 20% classwork
- 25% quizzes
- 50% tests, projects

Grades 6

Report card grade is:

- 10% homework
- 30% class work, quizzes
- 60% tests, projects

Grades 7 & 8

Report card grade is:

- 15% homework
- 35% class work, quizzes
- 50% tests, projects

Grades

Any grade below 60 percent is considered a failure. A failure below 50 percent on the report card will be indicated by 50-. The actual grade, if below 50 percent, will be recorded in the teacher's grade book and will be included in the final student average.

Students must have passing grades to participate in the Saint Monica Basketball Program.

Grades

| | |
|-------------------|---------------------------|
| <i>A +</i> | <i>97 – 100</i> |
| <i>A</i> | <i>94 – 96</i> |
| <i>A-</i> | <i>90 – 93</i> |
| <i>B+</i> | <i>87 – 89</i> |
| <i>B</i> | <i>84 - 86</i> |
| <i>B -</i> | <i>80 – 83</i> |
| <i>C+</i> | <i>77 – 79</i> |
| <i>C</i> | <i>74 – 76</i> |
| <i>C-</i> | <i>70 – 73</i> |
| <i>D+</i> | <i>67 – 69</i> |
| <i>D</i> | <i>64 – 66</i> |
| <i>D-</i> | <i>60 – 63</i> |
| <i>F</i> | <i>60 or below</i> |
| | |
| <i>E/O</i> | <i>4.0</i> |
| <i>S</i> | <i>3.0</i> |
| <i>N</i> | <i>2.0</i> |

Honor Roll Requirements

Grades 1-3

First Honors – All A’s. Conduct, Effort and Specialist grades must be O (Outstanding) or S (Satisfactory) – A’s and B’s.

Second Honors – All A’s and B’s. Conduct, Effort and Specialist grades must be O (Outstanding) or S (Satisfactory) – A’s and B’s.

Grades 4-8

First Honors – Grades must be 90 or above. Conduct, Effort and Specialist grades must be O (Outstanding) or S (Satisfactory) – A’s and B’s.

Second Honors – Grades must be 85 or above. Conduct, Effort and Specialist grades must be O (Outstanding) or S (Satisfactory) – A’s and B’s.

Effort Awards – Grades 1-8

- Conduct must be O (Outstanding) or S (Satisfactory) (A or B)
- Effort must be O (Outstanding) (A)

Promotion

According to the Diocesan School Policy, “Regular promotion, special promotion and retention should be made by the Principal in consultation with the teachers.”

Failure in one or two subjects would indicate the need for a summer school program. The summer school program must be taught by a Massachusetts certified teacher. Students who attend Summer School must bring in written verification of their attendance and final marks.

❖ **The need for a summer school program may be required for promotion.**

Failure of three major subjects, **MATH, LANGUAGE ARTS and READING**, indicates that the student has failed the grade.

Homework

Homework is a necessary part of the learning process and is an essential part of the curriculum of Saint Monica School. **We promote a 100 percent homework completion policy by all students.**

In order to continue the progression of learning, homework assignments will be emailed to parents in the event of a snow day.

It is the student’s and parent’s responsibility to reinforce classroom instruction by insuring student completion of homework. To the extent it is possible; please provide a quiet study environment for

each child, free from the distractions of television, video games and music. Children should develop a regular schedule for doing homework. It is the responsibility of each child to make up any missed homework or tests. All homework is to be made up whether it is due to an absence or due to any other reason, no excuses. With that being said, please refer to our **new homework policy** below.

Homework Policy (Grades K-8)

All homework must be brought in on the day it is due. If the child does not bring in the homework on the due date, they will receive a zero on the assignment. They will have until the next day to bring the assignment in and will receive no higher than 50% of the grade the assignment is given. **NO HOMEWORK WILL BE ACCEPTED AFTER THE SECOND DAY.** If it is not brought in by the second day, the zero will stand.

Normally, there is no homework on weekends with the exception of long-term assignments (projects, etc.). Extracurricular activities are not an excuse for neglecting to complete assignments.

Homework is not always written. Reading and studying of material is often required. Please check your child's written homework and ask your child a few questions on the study homework. This will help your child and keep you informed on their progress.

Homework assignments **MUST** be written down in a memo book.

Detention

Every teacher has authority to detain, in school, any student who has failed to observe the school policies. Those students who have not completed required school work, including homework, may also be detained.

Detention Class: Classes are held at the discretion of the teacher from 2-3PM. Students are given at least a one day notice to inform parents of an assigned detention. It is the responsibility of the student to inform his/her parents that he/she has detention. The office phone will not be available to students for this purpose.

IMPORTANT: IF A STUDENT RECEIVES THREE DETENTIONS DURING A SCHOOL TERM, THE STUDENT WILL RECEIVE AN IN-SCHOOL SUSPENSION. REPEATED IN-SCHOOL SUSPENSIONS MAY LEAD TO EXPULSION.

Disciplinary Code

The Disciplinary Code is in effect before, during and after school, and at school functions/trips.

The Principal has the final say in all school matters

One of the principle aims of Saint Monica School is to foster an environment of mutual respect for one another. Therefore:

1. All forms of harassment during school or brought into school will be addressed on an individual basis and is taken seriously by the school.
2. Students are expected to treat every person (Adult and Child) with **RESPECT and COURTESY**.
 - a. **Answering Back** is never allowed. Students are expected to never interrupt an adult when he/she is speaking to them.
 - b. **Vulgar or Disrespectful Language** is unacceptable and will not be tolerated.
 - c. **Fighting** (in school, in the school yard, coming to or going from school) is never allowed. Fighting violations include play fighting, karate chopping or karate kicking, pushing, shoving or hitting, etc. A “Hands Off Policy” is strictly enforced at all times.
 - d. **Cheating of any kind, including plagiarism on projects, is never allowed.** Students are expected to do their own homework assignments and all their work honestly and independently. Students who are caught cheating in any way, including looking around during tests/quizzes or talking during tests/quizzes, will receive a zero.
 - e. **Smoking** in or around the school is strictly **FORBIDDEN**. Possession of cigarettes in school or at school events is never allowed.
 - f. **The Possession and/or use of Drugs, Liquor or Weapons** before, during or after school or at school functions is a very serious offense and is cause for expulsion.
 - g. **Toy Weapons** of any kind are never allowed in school, at school events or on the school property.
 - h. **Cellular Phones** are **NEVER** allowed in school and will be confiscated if found. A parent meeting is required. All phone calls must be made through the school office.
 - i. **Cellular Phones** – If a cell phone rings in class during a test or quiz, the student will receive a zero for that test or quiz and the phone will be confiscated and a parent meeting is required.
 - j. **Electronic Devices** are not allowed in or around the school, on field trips or at school functions. iPads may be used in school with teacher permission for educational purposes only. Children caught using iPads for non-educational purposes will have the iPad confiscated and a parent meeting is required.
 - k. **Texting** – inappropriate language or excessive texting in or out of school may be cause for suspension or expulsion from school. Please see paragraph on “Parental Responsibility” in our Technology Acceptable Use Policy.
 - l. **Exceptions the Cell Phone/iPad rules** – must obtain prior permission from the Principal for any exceptions for the use of Electronic Devices/Cell Phones.
 - m. **School is NOT RESPONSIBLE for loss/theft/damage of any electronic devices brought in to the school for any reason.**
 - n. **Walking around hallways** without permission is strictly forbidden. If a student is dismissed to go to the bathroom, the student is expected to return immediately to the classroom.
 - o. **Lunchroom Behavior:** Children are expected to sit and talk quietly during lunch time. Yelling, touching other students and getting up from seats without permission is not allowed. Every student is expected to pick up his/her own lunch materials and dispose of them in the containers provided before exiting the cafeteria.

- p. ***Vulgar/Sexual Language:*** As young Christian men and women, respect is key in all that we say and do. Vulgar, obscene or sexually explicit comments will be cause for suspension/expulsion.
3. Students are expected to promote an educational atmosphere in their class and in the school.
 - a. They are to raise their hands for permission to speak or to leave their seat.
 - b. Calling out is not allowed.
 - c. A *quiet atmosphere* is expected in the halls, on the stairs and in the bathrooms.
4. Students **MAY NOT HAVE OR CHEW GUM** in school or on school property at any time during school hours, after school, field trips or school activities unless it is a matter designated by a medical professional.
5. During the snow season, students are FORBIDDEN to pick up, kick or throw snow or throw others into the snow. Students are not allowed to climb on snow mounds created by the snow plow. Students are not allowed to be near or play near or on any ice that is in the parking lot.
6. During the school day, students may not leave the school building or school yard without permission of the Principal. The rule includes, and will be enforced, mornings before school.
7. The discipline code is in effect at all times.
8. **No one is allowed to go back to classrooms after dismissal.** Students must come to the school office.
9. Running is **not allowed** in the school building **AT ANY TIME**, before, during or after school, including all school events.

Conduct in the School Yard – Good behavior is expected in the school yard at all times. Students:

- must not play around teachers', or Parish Office cars
- must leave the school and/or lunch room in an orderly way
- are not allowed to go back into the lunch room after lunch
- are not allowed to go back into the school before recess ends
- must avoid fake fighting, pushing, pulling and charging
- must refrain from littering by putting trash/scraps in waste containers when they return inside from recess
- must not chase balls that go into the street
- must respect bells; when the bell rings, stop talking/playing and walk silently to lines
- must observe the "hands off" policy of not pushing, pulling and hitting, etc.
- must be aware that glass containers (juice bottles, etc.) are not permitted in the school or on school field trips
- must not play games where students are aiming to hit other students
- must not play in the planted areas; **ONLY** on asphalt

These and other specific discipline problems will be handled on an individual basis. The ordinary consequence of consistent violation of rules will be as follows:

First Formal Warning

A written Conduct Slip from the Principal must be signed by parents and returned to the school.

- Students will receive some form of punishment.

Second Formal Warning

A written Conduct Slip from the Principal must be signed by parents and returned to the school. Parents will be called by the Principal to discuss the problem and/or a meeting will be set up.

- Students will receive a form of punishment.
- An in-school suspension will be given. The number of day's suspension will depend upon the infraction. During an in-school suspension, any tests or quizzes cannot be made up and the student will receive a zero for that work.
- All school work and homework **MUST BE MADE UP** and turned in by the student.
- All warning/conduct slips must be signed and returned to the office before students are allowed back into class.
- If any further violations occur, the policies of the Archdiocesan office in regard to suspension and expulsion will be followed.

Reason for Expulsion:

Possession of weapons or drugs, or any type of threat to the school personnel or student body including bodily harm, or any other type of threat to school personnel or students that occurs on or off school property is a reason for expulsion.

CONDUCT SLIPS MUST BE SIGNED AND RETURNED BY THE PARENT ON THE DAY FOLLOWING THE INCIDENT. STUDENTS WILL NOT BE ADMITTED TO CLASS UNLESS THE CONDUCT SLIP IS SIGNED AND PASSED INTO THE PRINCIPAL. (See above policy for in-school suspension.)

ADDITIONAL POLICIES – MISCELLANEOUS

- No flowers, balloons or anything else will be delivered to individual students during school hours.
- Birthdays:
 - No invitations will be given out in school by the teacher or students unless every student in the class is receiving one or every boy or girl is receiving one.
 - It is the responsibility of the parent to mail invitations if every child in the class is not receiving one. The school office cannot give out addresses of students. Invitations cannot be given out by a parent or students on school property if everyone in the class is not receiving one.
 - Due to the number of food allergies in the school, **NO FOOD MAY BE BROUGHT INTO THE SCHOOL FOR ANY TYPE OF CELEBRATION.** This is for safety reasons. A small favor can be sent in for birthday celebrations including pencils, stickers, erasers, etc.

- Only plain drinking water is allowed in the classrooms. No flavored waters and no adding coloring/flavoring to plain water is allowed.
- Juice and flavored beverages are allowed at snack/lunch time.
- Soda and Candy are **NEVER** allowed at school at any time.
- Snacks and food are **NOT** to be shared due to food allergies.
- At lunch time, food may be brought in for your child/children **ONLY**. No food is to be sent in for other students.
- Anything sent in to school must be in an envelope and have the student's name, grade and contents written on the envelope. When money is sent to school, only the **CORRECT CHANGE** should be sent in as we are unable to make change in the school office.
- If a student is well enough to come to school, they are expected to take part in all school activities, including recess.
- All parent volunteers must have a current CORI on file as well as a copy of the VIRTUS TRAINING certificate and signed Code of Conduct in the school office. The final date for CORI applications for the 2017/2108 school year is September 29th. No CORI forms will be processed after this date. **NO EXCEPTIONS.**
- Non-bus students are not allowed to ride buses with a friend, and bus students may only ride on assigned buses, per Trombly Bus Company.

Field Trips

It is a privilege to participate in educational field trips. All disciplinary regulations are enforced on all field trips. On occasion, teachers take their students to places or events of educational value. No child is ever allowed to attend these with the class unless the parent has given **WRITTEN PERMISSION** by permission slip. The permission slip must have an original signature, not a copy or faxed signature. Students whose parents refuse to give them permission for the field trip, or who are not allowed because of a disciplinary problem to go on a field trip, are required to attend school as usual, unless the field trip is one for the entire school. If a field trip is one for the entire school then the student is required to stay home that day.

***Only parents with appropriate paperwork (CORI, VIRTUS, and CODE OF CONDUCT) will serve as chaperones to the students on field trips.**

Lunch

Each student is expected to have a healthy lunch. Snack food is not an appropriate lunch. No soda or candy is allowed at school. Food is not to be shared with other students due to food allergies. Children cannot learn if they do not eat properly. Parents wishing their child to have lunch from our lunch program, Just Like Home, must register online. The link is on our website.

Care of School Property

All Saint Monica books and educational materials must be used properly and taken care of with highest regard. Textbooks must be covered by students, with paper or fabric, at the start of the academic year and maintained throughout the year. In the case of any damage to, or loss of books caused by a student, the student or parent must pay for all damage.

Each student must use a waterproof school bag each day to carry his/her textbooks. Students should have their own school supplies for every class including; pens, pencils, erasers, homework books, etc.

School Health Program

Throughout the school year, screenings are performed and requests are made for various types of information.

1. **Physical Examinations:** One is required when your child enters this school and again in the fourth and seventh grade.
2. **Immunizations:** According to criteria and standards set by the Commonwealth of Massachusetts, all children must comply or they will not be allowed to attend school unless noncompliance is specifically stated for Religious purposes.
3. **Screenings: Vision and Hearing.** If any information or treatment is needed in these areas, you will receive a notice from the school nurse. Your prompt attention to this matter is expected. The school should then be notified of the results of examinations or treatments your child received in regard to these health matters. For example: If you are notified that your child failed the vision screening, you should schedule an appointment for your child to be examined by an eye doctor. Notify the school regarding the outcome of the eye doctor appointment.

Your child's health record is with him/her for life. The completeness of this record depends upon parent follow through with any requests made by the school. Your cooperation is appreciated.

To be excused from gym class a doctor's note is required. If a child is excused from gym class with a doctor's note, another note from the doctor is required for the student to return to gym class. This includes any child who has a device on (brace, ace bandage, crutches, etc.) who has NOT seen a doctor. The nurse is responsible for receiving all doctors' notes.

**** Medications:** With written parent permission, certain medications may be given by the school nurse. Students may not carry medications in their pockets or backpacks, including both prescription and non-prescription (over the counter) drugs. This is a STATE REGULATION. Epipens and Inhalers will be kept in the nurse's office only with the applicable form that is completed by both a parent and the child's doctor. No medications will be given after 2PM. Any emergencies will be immediately referred to "911" *

Rules for Conduct on Buses

The School Disciplinary Code is in effect on bus transportation to and from school and also on bus transportation to and from Field Trips.

1. Bus drivers are in complete charge of school buses. Students are expected to cooperate with them in every way for the safety of themselves and others. The bus driver must be obeyed at ALL times.
2. Students need to follow correct safety procedures when walking to and from a bus stop.
3. Students must be on time at bus stop locations and they are not to play in the street while waiting for their buses.

4. Students must enter and leave all buses to and from school in an orderly fashion. They are not to run, push or bother other students as they get on and off buses.
5. When entering buses the students are to go directly to a seat and remain there until the bus stops at their destination.
6. When the bus is in motion students are not to be yelling or leaving their seats for any reason. Students must maintain a “hands off policy” in regard to one another. Students are not to unnecessarily bother the bus driver while he/she is driving. A bus driver should be notified if there is an emergency.
7. Students are not to deface the buses, throw objects out of the windows, yell or swear out the windows, use obscene gestures both in the bus or through the windows or put their hands/arms out the windows. Windows are not to be opened unless directed by the bus driver.
8. Books and property should be properly stored on laps/under seats.
9. If a student rides the bus carrying skates, they must have skate guards on the blades.
10. Emergency doors are not to be opened unless directed to do so by bus driver, school, other bus official or police officer.
11. When students leave the bus and are crossing the street, they must do so in front of the bus. This needs to be done immediately after leaving the bus.
12. If a student violates the code of behavior for riding a bus, he/she will receive a *bus report slip*. There will be a copy for the school, parent and bus company. As a result of the *bus report*, a student may receive a suspension from riding his/her bus. This suspension means that the student is not allowed to ride any bus until the suspension is completed. If a student continues to violate the bus code, they may be banned from riding the school buses.
13. Reminder – If a student receives a bus suspension, he or she is still required to attend school on time.
14. Respect must be given to bus driver, bus monitors and other bus students at all times.
15. **No students will be allowed to ride the bus to a friend’s house. Only those students signed up to ride a bus will be allowed on the bus.**

Saint Monica School Dress Code

A neat, clean appearance inspires self-confidence in a child. This, in turn, is conducive to good work and conduct. All students must be in FULL UNIFORM AT ALL TIMES, unless permission to do otherwise is given by the School Office. Please send a doctor’s note to the School Nurse for any **medically necessary** uniform issues.

ALL pants, shorts and skirts MUST have a SMS logo unless, for this transition year, they are older uniforms from Donnelly’s and then they do not have the logo.

The school dress code will be strictly enforced. Any child out of uniform will be given a dress code violation to be signed by the parent.

Students may automatically dress down on their birthday. If their birthday falls on a weekend, they may dress down the Friday before, or Monday after their birthday. There will be a day set aside for June, July and August birthdays and students/parents will be notified.

The dress uniform is NOT required. Students may wear the Optional Casual Uniform all year. It is up to the parents what to purchase.

Please note that anything that says “UNIFORM” must be purchased at J.B. Pride Apparel in Woburn, MA.

Only items listed below are allowed. If you have a question as to whether the item is appropriate, please contact the school office.

PRE-SCHOOL (3 and 4 Year Olds) – May wear regular clothes and must wear sneakers for safety purposes. Shorts are only allowed up to November 1st and after April vacation.

KINDERGARTEN UNIFORM (Please use same uniform for gym days)

- Navy Blue **Uniform** Sweatpants
- Navy Blue **Uniform** Sweatshirt with School Logo
- Navy Blue **Uniform** T-shirt with School Logo
- Navy Blue **Uniform** Shorts (fleece or jersey) – Allowed until November 1st and after April vacation.
- White Socks (crew or ankle socks, no peds). Must cover ankle. No stripes. Small logo okay.
- White or Black Athletic Sneakers with white or black shoelaces or Velcro

GRADE 1 UNIFORM

- Navy Blue **Uniform** Polo Shirt with Logo, short or long sleeves
- Tan **Uniform** Pants
- Tan **Uniform** Shorts or Tan **Uniform** Skorts – Allowed until November 1st and after April vacation.
- No belt for Grade 1
- Dress Leather Shoes (Black or Brown) with Rubber Soles must be worn with **Uniform** Pants and Black or White Athletic sneakers with white or black shoelaces or velcro must be worn with **Uniform** Shorts/Skorts.
- White Socks should be worn with shorts/skorts (crew or ankle socks, no peds). Must cover ankle. No stripes. Small logo okay.
- Navy Blue **Uniform** V-Neck Sweater, **Uniform** V-Neck Vest. **Uniform** Microfleece Vest or ¼ Zip **Uniform** Microfleece with St. Monica Logo may be worn
- Grade 1 Boys MAY NOT wear Boys Dress Uniform; they may only wear the polos with the tan pants. Grade 1 Girls MAY wear Girls Gr. 1-5 Dress Uniform.

GIRLS DRESS UNIFORM Grades 1-5

- **Uniform** Jumper (length must come to top of knee, no shorter)
- **Uniform** White Shirt with a Peter Pan (rounded) collar, short or long sleeves
- Tie is not required
- Navy Blue Knee Socks or Tights

- Dress Leather Shoes (Black or Brown) with Rubber Soles
- Navy Blue **Uniform** Sweater, ¼ Zip **Uniform** Microfleece, or **UNIFORM** Microfleece Vest with St. Monica Logo
- See “Optional” Uniform for Grades 1-8

GIRLS DRESS UNIFORM Grades 6-8

- **Uniform** Skirt (must come to top of knee, no shorter)
- **Uniform** White Oxford Blouse with a button down collar, short or long sleeves
- Either Navy Blue **Uniform** V-Neck Sweater, **Uniform** V-Neck Vest, **UNIFORM** Microfleece Vest or ¼ Zip **Uniform** Microfleece with St. Monica Logo must be worn with blouse.
- Solid Navy Blue **Uniform** Tie
- Navy Blue Knee Socks or Tights
- Dress Leather Shoes (Black or Brown) with Rubber Soles
- See “Optional Uniform” for Grades 1-8

BOYS DRESS UNIFORM Grades 2-8

- Tan **Uniform** Pants with SMS logo.
- **Uniform** Light Blue Oxford Shirt with button down collar, short or long sleeves
- Navy Blue **Uniform** Tie
- Brown or black leather belt
- Dark Color Socks (Crew or Ankle Socks only). Socks must cover ankle.
- Dress Leather Shoes (Black or Brown) with Rubber Soles
- Navy Blue **Uniform** V-Neck Sweater, **Uniform** V-Neck Vest, **UNIFORM** Microfleece Vest or ¼ Zip **Uniform** Microfleece with St. Monica Logo may be worn
- See “Optional Uniform” for Grades 1-8

OPTIONAL CASUAL UNIFORM for BOYS AND GIRLS Grades 2-8

- Navy Blue **Uniform** Polo Shirt with Logo, short or long sleeves - shirt must be tucked in uniform pants
- Tan **Uniform** Pants with SMS Logo
- Tan **Uniform** Shorts or **Uniform** Skorts with SMS Logo – Allowed until November 1st and after April vacation.
- Brown or Black leather belt (no designs on belts).
- White Socks should be worn with shorts/skorts (crew or ankle socks, no peds). Must cover ankle. No stripes. Small logo okay.
- Dress Leather Shoes (Black or Brown) with Rubber Soles must be worn **with pants**.
- White or Black Athletic Sneakers with white or black shoelaces must be worn **with shorts**.
- Navy Blue **Uniform** V-Neck Sweater, **Uniform** V-Neck Vest, **UNIFORM** Microfleece Vest or ¼ Zip **Uniform** Microfleece with St. Monica Logo may be worn.

GYM UNIFORM Grades 1-8 (Only navy uniform shirts will be allowed. No other shirts will be allowed for gym including any others that say St. Monica on them. No more white shirts, polos, 50th anniversary shirts, Superkids, etc.)

- Navy Blue **Uniform** Sweatpants
- Navy Blue **Uniform** Sweatshirt with School Logo
- Navy Blue **Uniform** Warm-Up Pants
- Navy Blue **Uniform** Warm-Up Jacket (must be worn with **Uniform** shirt)
- Navy Blue **Uniform** T-Shirt with School Logo
- Navy Blue **Uniform** Shorts – Allowed until November 1st and after April vacation.
- White Socks (crew or ankle socks, no peds). Must cover ankle. No stripes. Small logo okay.
- White or Black Athletic Sneakers with white or black shoelaces.

MISCELLANEOUS

- No shoes with heels over 1 inch
- No make-up of any kind
- No tattoos, real or fake
- Girls – one piercing in each ear allowed. No other piercings. Studs only, no dangling earrings.
- Boys – no piercings allowed
- Hair must be neatly groomed, and boys' hair can be no longer than the collar. Hair accessories should be small and tasteful and must be the colors in the school uniform. No dyed hair, temporary dyed hair.
- Limited jewelry is allowed. One ring on each hand, one bracelet or watch on each wrist, one necklace and for girls one stud earring in each ear. That is the only jewelry allowed. Jewelry must be tasteful with no negative symbolism.
- Girls may only wear light pink, pearl white, clear or French nail polish. Polish must not be chipped and all nails must be the same color. Only nail polish on nails. No white-out, marker or other products on nails. No fake nails.
- No shirts, including turtlenecks, may be worn under uniform shirts.
- Socks must be worn at all times and must cover the ankle.

DRESS DOWN DAYS

Students are allowed to come to school out of uniform only on days designated by the Principal. Dress Down Days are a privilege. Students should use discretion and dress appropriately on “dress down days”. **If a student fails to follow the dress down policy, then he/she will lose the privilege. Parents may be called to bring appropriate clothing if it is deemed necessary.**

The following clothing is ALLOWED on Dress Down Days (if it is not here, it is not allowed):

Jeans, Chinos (Docker style pants), Track Pants, Jogger Pants. No sweatpants or cargo-style pants. Pants must be neat, no rips, no pockets on the legs, no skinny jeans, jeggings, leggings, yoga pants or similarly tight fitting pants.

Leggings

Girls may wear leggings, but they must be worn with a long shirt/dress that comes to the middle of the thigh.

Capri Pants (Girls)

To November 1 and after April vacation. No rips, not tight fitting.

Long or Short-sleeved shirts, sweaters and sweatshirts

No low cut tops, sleeveless tops, tank tops, spandex tops, halters or tight fitting shirts allowed. No inappropriate words/pictures on shirts.

Sneakers, Ugg type boots, Boat Shoes, Timberland type boots (All rubber soles)

No backless shoes, clogs, flip flops, crocs, sandals or boots with heels.

Socks must be worn at all times and must cover the ankle.

Uniform Shorts Gr. K Blue Gym Uniform Shorts, Gr. 1-8 Tan Uniform Shorts may be worn up to

November 1 and after April vacation only. **Basketball shorts** that come to the knee are allowed on dress down days only before Nov. 1 and after April vacation. **NO OTHER SHORTS ARE ALLOWED.**

Dresses

Must be knee length with short or long sleeves. No spaghetti straps or sleeveless dresses allowed.

Skirts Must be knee length.

Hair Accessories - Small, tasteful hair accessories are allowed on dress down days.

IF YOU DO NOT WANT TO WEAR THE APPROPRIATE CLOTHING, PLEASE WEAR YOUR UNIFORM ON DRESS DOWN DAYS. Parents may be called to bring appropriate clothing if it is deemed necessary.

First uniform violation the student will receive a written warning. If a student fails to follow the dress code a second time, he or she will lose the privilege of the next dress down day.

If violations continue, the parents and student will be asked to meet with the Principal.

Because this is a Catholic School, we expect our students to be appropriately dressed on Dress Down days. If there is a question about the outfit, please call the Principal and she will clarify our expectations.

TECHNOLOGY – ACCEPTABLE USE POLICY

Saint Monica School offers Internet access for student use. This access will enable the students to explore a wealth of educationally appropriate materials available through the resources of the Internet. This is an exciting educational privilege which must be handled responsibly. The following rules apply:

- No personal or identifying information about Saint Monica School, yourself or any other student at Saint Monica School is to be posted on the internet.
- You will promptly disclose to your teacher any information or messages which make you feel uncomfortable or which you think are inappropriate.
- You will never go beyond your authorized access to any system or file, nor will you disrupt the system or data.
- You will use this system ONLY for educational activities.
- You will not plagiarize works you find on the internet.
- You will not access materials that are profane or illegal.
- iPads must only be brought to school when the teachers request them.
- iPads must be fully charged and ready to use.
- iPads must NOT be used in the hallways, school yard, in the cafeteria during lunch time, in the Morning Program or the Extended Day Program.
- No student may inappropriately text or excessively text another student.
- Students must have their own set of headphones/earbuds.
- Each homeroom teacher has the discretion to develop her own rules regarding the use of iPads consistent with St. Monica School's Internet Acceptable Use Policy.

WE EXPECT THAT YOU FOLLOW ALL OF THE ABOVE GUIDELINES AS WELL AS ANY INSTRUCTIONS GIVEN TO YOU BY YOUR PARENTS OR TEACHERS RELATED TO MATERIALS WHICH THEY DEEM INAPPROPRIATE FOR YOUR USE.

Supervised use is expected, but no single group can monitor all activity. All users must act responsibly and morally. All students who will be using the Internet at Saint Monica School are required to sign the attached agreement found on the last page of the Student Handbook. The parents/guardians are required to sign as well, before the student will be allowed to use the Internet at school.

Any student found in violation of this agreement will be disciplined accordingly and will lose privileges for a period of time.

St. Monica School will provide this resource for its students but will not be held liable for any failure, loss or damage users might suffer. The school does not take any responsibility for the accuracy of information received over the Internet or any financial loss incurred by any user.

St. Monica School will not be held responsible for any loss/damage/theft of any electronic device brought in to school.

TECHNOLOGY: PARENTAL RESPONSIBILITY

TEXTING/EMAILING:

While St. Monica School supports the use of technology for education, we do not support the misuse of texting and e-mailing. It is the responsibility of the parents to frequently and daily check the e-mail and texting messages your child sends and receives.

The abuse of this system is classified as bullying and St. Monica School has a zero tolerance policy of any form or kind of bullying. Please take the time to speak with your child and supervise what your child has in print and online.

MISUSE OF OUR TECHNOLOGY POLICY MAY RESULT IN SUSPENSION, REMOVAL FROM THE SCHOOL AND NOTIFICATION OF LOCAL LAW ENFORCEMENT AND CONFISCATION OF ELECTRONIC DEVICES.

LOCKDOWN POLICY

A lockdown policy is in place. Every year, teachers and students are trained by the Methuen Police Department and an official practice is held. In the event of emergency or lockdown, parents will be notified by the Blackboard Connect System as soon as it is possible. Parents SHOULD NOT come to the school campus in the event of the lockdown. They should meet at the Methuen Memorial Music Hall parking lot and wait for specific instructions to be given either through the local Law Enforcement and/or Blackboard Connect. PARENTS ARE RESPONSIBLE FOR KEEPING THEIR EMERGENCY INFORMATION UP-TO-DATE FOR THE SCHOOL ADMINISTRATIVE PROGRAM AND THE PARENT PORTAL OF THE BLACKBOARD CONNECT SYSTEM. There is a link on our website to the parent portal for Blackboard Connect.

Bullying Prevention Policy for Saint Monica School

Introduction:

Each child should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards and where no student shall be subject to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other like disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and embracing environment.

Therefore:

At Saint Monica School, we expect that all members of our school community will treat each other with civility and respect. Our policy here at Saint Monica is to provide and maintain a learning

environment that is free of bullying and any other verbal, physical, or electronic misconduct that disrupts the learning environment or makes it unsafe.

POLICY against BULLYING, CYBER-BULLYING, and RETALIATION

St. Monica School will not tolerate any form of bullying, cyber-bullying, nor will we tolerate retaliation against any person who reports bullying in any form at any time.

Be it known that bullying, and cyber-bullying are prohibited on school grounds and at school – sponsored events, activities, or functions. There will be no toleration of like behavior on busses used to transport students for any reason.

DEFINITIONS:

Bullying is defined as the **repeated** use by one or more students of a written, verbal or electronic expression or a physical act or gesture of any combination directed at a Target that:

- Causes physical or emotional harm to the targeted student or damage to the student's property.
- Places the student in reasonable fear of harm to himself or herself or of damage to his or her property.
- Creates a hostile environment at school for the targeted student
- Infringes on the rights of the targeted student at school
- Materially and substantially disrupts the educational process or the orderly operation of the school.

Cyber-bullying is the bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines and Internet. It includes, but is not limited to, e-mail, instant message, text messages, and internet postings, whether on a web page, in a blog, or otherwise.

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.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

"School Grounds" means property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training,

Staff includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, coaches, advisors to extracurricular activities and support staff.

“Target” is a student against whom Bullying or Retaliation has been perpetrated.

SAMPLES (some) of Bullying and Cyber- Bullying:

Bullying can include but is not limited to the following kinds of behavior:

- Repeated hitting, slapping, pushing, physical contact that causes bodily harm.
- Teasing or threatening in such a manner that puts someone down or is cruel.
- Deliberately excluding someone, spreading rumors, gossip that hurts someone’s feelings or demeans them.
- Sexually harassing conduct.

Cyber-Bullying can include but is not limited to the following kinds of behavior:

- Messages sent to embarrass or intimidate a person (texting or e-mail).
- Spreading hurtful rumors online about another.
- Threatening or insulting e-mails, texts messages.
- Posting or threatening to post embarrassing pictures online without his/her permission.
- Creating web page or blogs of questionable material regarding another.

PREVENTION:

Our School is a distinctively Catholic School, a faith community of the Catholic Church. Our mission is that of the Church; to spread the Gospel and prepare students for their state in life.

In our striving for academic excellence, we keep in focus that this is a Catholic School where religious and moral formation are the first in the hierarchy of values.

In fostering leadership in our students, we prepare them to take their place in The Church and society as leaders who will be prepared to serve all with Respect, Dignity and Justice.

Our Bullying Policy will be printed in the Student Handbook and this is reviewed with the students, shared with parents and a signature is required regarding acceptance to follow what has been written.

REPORTING:

Any student who is the target of bullying or cyber-bullying or retaliation or has witnessed and incident of such is strongly encouraged to promptly report the matter orally or in writing to someone in authority (Principal, Teacher or Other).

Likewise, any parent of a student who is the target of such action or who has witnessed such or has information regarding such actions should make this relevant information known to the Principal immediately.

Faculty and staff members who are aware of such incidents are required to report immediately to the Principal.

Confidentiality is used only when necessary and can never be used to impede an effective investigation or to ensure that the requirements mandated by the law are met.

Likewise, any student who falsely accuses another shall be subject to disciplinary action.

Parents are responsible for what they see and hear at home, not the school.

RESPONDING to a REPORT of BULLYING, CYBER-BULLYING or RETALIATION

When a complaint of bullying, cyber-bullying or retaliation is brought to the attention of the Principal, an assessment is made as to whether any initial steps need to be taken in order to protect the well-being of students and to prevent disruption in the learning environment.

Parents will be notified of any student who is found to be the target of bullying, cyber-bullying or retaliation and the parents of any student who is found to have engaged in such behavior will be dealt with accordingly.

Investigation into said matter(s) will be promptly conducted by the Administration and/or local law enforcement officers.

The investigation may include (but will not necessarily be limited to) interviews with the person who made the complaint and with student who is the target as well as with any other students, faculty or staff members who witnessed or who may otherwise have relevant information about the incident.

Depending on the circumstances, the Administration may choose to consult with other professional agencies: Police, etc.

RESOLUTION, NOTIFICATION and FOLLOW-UP

The goal of an investigation and any disciplinary or other remedial process is to correct the situation to the extent it is reasonably possible and to take such steps as can be taken to prevent a repetition.

The Principal will determine what disciplinary action and /or other remedial action is appropriate so as to teach appropriate behavior.

In certain circumstances (when an actual crime has been committed) under Massachusetts laws, law enforcement or another appropriate government agency will be notified immediately.

After the investigation, the Administration will meet individually with the student(s) who were the target of the alleged incident and the student(s) against who the complaint was made. The Principal will inform the parents to report the results of the investigation and about what course of action is to be taken.

Periodically, follow-up will be made with any student found to have been targeted or retaliated against.

TECHNOLOGY: PARENTAL RESPONSIBILITY

TEXTING/EMAILING:

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Additional Notes:

- This Policy was clipped to the Faculty Handbook from January 2011 to August 2011. During the summer of 2011 the contents of this material became part of the Student and Faculty Handbook.
- The Plan shall be reviewed and updated at least every two years.
- The Principal is responsible for the implementation and oversight of the Bullying prevention and the implementation plan within the school.

Additional areas identified by the School for professional development (looking to the future for training in this area):

- Promoting and modeling the use of respectful language.
- Fostering and understanding of and respect for diversity and difference.
- Building relationships and communicating with families.
- Constructively managing classroom behaviors.
- Using positive behavioral intervention strategies.
- Applying constructive disciplinary practices.
- Teaching students skills including positive communication, anger management and empathy for others.
- Engaging students in School or classroom planning and decision-making.
- Maintaining a safe and caring classroom for all students.

TENTATIVE SCHOOL CALENDAR FOR THE 2017/2018 SCHOOL YEAR is online at www.methuencatholic.org. Please remember that we will make additions and deletions during the school year, so check it regularly.



Saint Monica School

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I agree that being a student at Saint Monica School is a privilege. I have read the 2017/2018 Student Handbook and I agree to abide by the rules and regulations of the school including the Acceptable Use Policy and the Bullying Prevention Policy.

Student Signature _____ Grade _____

I have read the 2017/2018 Student Handbook and I agree to cooperate with the rules and regulations of Saint Monica School, I agree to the terms of the tuition contract and to promptly pay any and all financial obligations which occur during the school year. I also understand that the Principal has the final say on all school matters.

Parent/Guardian

Signature _____ Date: _____