

PARENT/STUDENT HANDBOOK

2019-2020



SAINT PATRICK SCHOOL

20 Pleasant Street

Stoneham, MA 02180

781-438-2593

Rev. Mario J. Orrigo, Pastor
Mrs. Bailey Magazzu, Principal

Revised: August, 2019

Dear Parents, Guardians, and Students,

We present the Parent/Student Handbook to assist you and the entire SPS community in creating a positive and productive educational experience for your child/children. Please take the time to familiarize yourself with the Saint Patrick School's Philosophy and Mission and understand that every policy and procedure is, and will always be aligned accordingly.

It is the expectation that all students and parents read the information contained in this Handbook carefully before school begins. Many aspects of the Handbook will be reviewed with students at the beginning of the year. This Handbook should be your first point of reference. If clarification is needed, please contact the school office.

We request that parents take time to discuss the information contained in this document with their child/children so that they can better understand that its purpose is to foster the intellectual, spiritual, emotional, and physical growth of each individual. We expect that in registering your child/children at Saint Patrick School, you agree to be governed by the policies and procedures contained within the Student/Parent Handbook.

Parents and students are asked to print and sign the forms located at the end of the Handbook, stating that they have read the Handbook in its entirety, understand it and will comply with it. Please forward the completed forms to the office. All forms should be sent to the office at your earliest convenience. If you have any questions regarding this Handbook, please call the school office at (781) 438-2593.

God Bless,

Mrs. Bailey Magazzu, Principal

DIRECTORY

School Office Hours	7:30a.m. – 3:30 p.m.
School Phone Number	(781) 438-2593
School Fax Number	(781) 438-2543
Rectory Phone Number	(781) 438-0960
Religious Education Office	(781) 438-1093

School Administration

Rev. Mario J. Orrigo	Pastor
Mrs. Bailey Magazzu	Principal
Sister Maureen Joseph Hunt	Assistant Principal
Ms. Tina Schiavone	Administrative Assistant

Faculty

Ms. Lisa Canniff	Pre-Kindergarten 3
Ms. Renee Keegan	Aide
Ms. Catherine Caporizzo	Pre-Kindergarten 4
Ms. Rose Williams	Aide
Ms. Lauren Carrozza	Kindergarten A
Ms. Diane Monti	Aide / After School Director
Ms. Mary Alice Janice	Kindergarten B
Ms. Maria Dolan	Aide
Ms. Heather Boudreau	Grade 1A
Ms. Jennifer Murphy	Grade 2A
Ms. Catherine Ens	Grade 2B
Ms. Bridget Thibodeau	Grade 3A
Ms. Bridget Mazza	Grade 3B
Ms. Joanne Catizone	Grade 4
Ms. Mary Charbonneau	Grade 5
Ms. Joyce Baio	(6) English, Grades 6-8
Ms. Erin Comeau	(7) Social Studies Grades 6-8
Ms. Edgerly	Math 6-8
Ms. Gina Looby	(8) Math Grades 6-8
Ms. Cathyrn Buonocore	Science – Grades 6-8
Ms. Deirdre Finn	Guidance Counselor
Ms. Nicole Dalamangas	Academic Support
Ms. Julie VanAntwerp	Spanish
Ms. Cory D'arco	Music
Art	Young World
Physical Education	Young World
Ms. Susan Iannitto	Nurse

Physical Plant

Mr. Paul Stocks	Mr. John Reinhold	Mr. Vincent DiMarino
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PHILOSOPHY STATEMENT

It is the purpose of Saint Patrick School to communicate the Gospel message of Jesus Christ, through the discipline of prayer, moral development, learning, and service. The school also endeavors to provide a quality education in an environment that fosters the spiritual, moral, intellectual, and emotional growth of each student.

MISSION STATEMENT

It is the mission of Saint Patrick School to prepare and challenge its students to develop spiritually, intellectually, physically, and socially.

We are a faith community, dedicated to teaching and nurturing the Catholic faith, and its values, by focusing on the life of Christ, prayer and the Sacraments.

We strive to prepare and challenge our students by encouraging each child to reach his/her potential, using an age-appropriate, integrated curriculum. We strive to develop well-rounded, respectful and service oriented individuals who are prepared to meet the challenges of an increasingly complex world.

We strive to foster a strong and positive relationship between the home and school, with regular communication, and numerous opportunities for parental involvement, thereby enriching the learning experience of all our students.

WORDS WE LIVE BY

Act justly

Love and serve one another

Walk humbly with God

POLICIES & PROCEDURES

Absences

When a student is absent, parents are requested to call the Main Office before 7:30 a.m. and leave a brief message and arrange for homework. A written note stating the reason for the absence must be presented to the teacher upon the student's return to school. A physician's note may be required after five consecutive days of absence. Chronic absences directly affect the students academic progress. We ask parents/guardians to pay special attention to the amount of absences.

Accidents

In case of an accident, the student or monitor should immediately report the accident to the classroom teacher. The teacher must then file an accident report with the office. In case of severe accidents, emergency care will be provided and parents notified. Please be sure that emergency forms have been completed and returned to school.

Admissions

In keeping with the Christian concept of education, Saint Patrick School poses no conditions for admission other than the child's ability to function as a student of this school and his/her willingness to abide by the rules governing behavior. Under the auspices of the Archdiocese of Boston, Saint Patrick School does not discriminate on the basis of race, color, nationality and ethnic origin in administration of educational policies, admission policies, scholarship and loan programs and in the hiring of school personnel. The purpose for our existence is to impart the message of Jesus Christ according to the doctrine of the Catholic Church. Students of other religions are welcomed, but must attend the religion class. Saint Patrick School does not provide an option to the religion class.

The primary registration period for Saint Patrick School is during Catholic Schools Week, which is usually celebrated in January/February; however, new students may register any time during the school year. Registration is open to all with priority given as follows:

- Students whose siblings attend Saint Patrick School
- Registered parishioners (must be registered by June 30 of the previous school year and contribute financially to the parish)
- Non-parishioners

Admissions (Continued)

Age requirements are as follows:

Pre-Kindergarten: A child should be three years of age for the Pre-Kindergarten 3 and four years of age on or before August 31st in order to enter Pre-Kindergarten 4 in September of that year and toilet trained.

Kindergarten: A child should be five years of age on or before August 31st in order to enter Kindergarten in September of that year.

First Grade: A child should be six years of age on or before August 31st in order to enter First Grade in September of that year.

The Principal reserves the right to make adjustments in the age requirement, depending on the maturity and social adjustment of the child.

Students seeking a transfer from another school should submit the following:

- a registration form
- a copy of the student's Permanent Record Card
- a copy of the most recent Report Card
- current health records

For students entering grade 1-8, an interview with the Principal of Saint Patrick School may be required before admission can be finalized.

Students who transfer into Saint Patrick School will be placed on probationary status for the first six weeks. The student's behavior and performance will be reviewed within that time period to make sure that the school is able to meet the student's needs, academically and emotionally.

After-School Program

Saint Patrick School provides after-school care from 2:55 to 6:00 p.m. on days that school is in session. It is also available on half-day sessions beginning at 11:30 a.m. After-school activities are age appropriate. Weather permitting, students will have outside play. Students should utilize their time in this program to work on homework assignments. A surcharge will be imposed for any child not picked up by 6:00 p.m. Registration forms and rates are available in the school office. Preschool and Kindergarten students will be located in one of the preschool classrooms. Grade 1-8 will be located in the Art Room, unless otherwise noted.

Appointments – Students

Private medical and dental appointments should be made after school hours, if possible. If it is necessary to have a child excused during school hours, a note should be sent to the office stating the reason for dismissal. A parent or a designated adult should sign out the child in the office at the time of dismissal.

Appointments – Teachers

Teachers are generally not available to meet with parents before school in the morning or during the dismissal process at the close of the school day. Teachers will be happy to schedule a meeting and discuss your child's progress after school, but an appointment in writing or via e-mail must be scheduled. Teachers will honor your request as their schedule permits. Parents arriving for scheduled appointments must first check in with the office staff.

Asbestos

Saint Patrick School has regular inspections of its buildings in accordance with the asbestos Hazard Emergency Response Act (AHERA). An asbestos management plan has been developed for the school which has asbestos-containing material present. These plans are available and accessible to the public at the school office, as well as at the Local Educational Agency (LEA) of the Archdiocese of Boston.

Attendance

Students may enter the school between 7:50 a.m. and 8:05 a.m. The school day begins at 8:05 a.m. Students are not permitted on school property prior to 7:50 a.m., unless accompanied by a teacher, as there is **no supervision until this time**. Morning Prayer, each day, led by one of the students, takes place at 8:05 a.m. **Students who arrive after 8:05 a.m. are marked tardy. Students in grades 4-8 who arrive after 8:05 a.m. must report to the school office for a tardy slip before entering the classroom. Students in grades K-3 will be marked tardy if not in the classroom by 8:05am; however, a tardy slip will be administered by the teacher for their records until the doors are locked.** Students arriving after 11:30 a.m. will be recorded as "absent". Students dismissed prior to 11:30 a.m. will be recorded as "absent".

Regular and prompt attendance is an essential ingredient for success in school. Unless excused for illness or other serious reason, students are expected to attend school. Ten days may be considered excessive absenteeism and will be reviewed by school administration, and may be cause for dismissal or non-promotion. We ask that parents give school-time high priority on their list of values. Kindly schedule doctors appointments at times when school is not in session, if possible.

Tardiness: Students who are tardy more than ten times annually during the previous year will not be eligible to participate in Student Council. Students who are tardy more than ten times in the current year are not eligible for candidacy in National Junior Honor Society.

Books

Textbooks must be covered, and each student must have a book bag or backpack. Respect for property is an important quality of character; therefore, books, desks, equipment, etc. must be carefully cared for by each student. A loss of material or property damage is the responsibility of the student, and parents are

required to reimburse the school accordingly. All students are encouraged to take pride in and care for school property. Acts of vandalism are costly to the school, parish, and other parents.

Bullying (See Harassment)

Cheating/Plagiarism

Cheating and plagiarism involve acquiring and using information dishonestly. Lesson plans revolving this are presented in the classroom. Students who cheat or plagiarize will lose the right to have his/her work presented for credit. No makeup will be allowed and the student will receive a zero for a grade. Discipline, including but not limited to suspension or expulsion, will be administered as deemed appropriate by the School Administration. Parents will be notified and St. Patrick School reserves the right to notify subsequent schools of an individual's violation of this policy.

Class Assignments

It is the prerogative of the principal with the advice of the classroom teachers to assign students to a respective teacher. Please do not ask for a specific teacher, as these requests will not be honored.

Clothing

It is highly recommended that parents label their child's clothing, lunch box, and books. The Lost & Found container is located near the Art Room and may be checked after dismissal.

Communication

Regular communication between school and home is encouraged. A calendar for the school year is emailed as well as posted on the website. Also, a monthly calendar will be posted updating and indicating specific events for that month. Parents are notified about activities and events through various means; such as email, the school web page, and student backpacks. We ask that you monitor these sites regularly. Parents are encouraged to communicate with their child's teacher concerning any issues that would help the teacher work effectively with their child. Please allow 24-48 hours for faculty to respond as they are working with the children in the classroom.

P.T.O. may also send notices regarding school events via email, backpacks or on the website. Please check daily with your child to determine if any notices were distributed. No person or organization may distribute materials on school property without prior consent of the administration.

Notices for preschool will be inserted in a folder supplied by the teacher. The folder must travel in your child's backpack daily. The folder should be checked and emptied on a daily basis.

The school's webpage address is: www.stpatrickschoolstoneham.org

Confidentiality

The Administration and Faculty will keep private information that has been entrusted to them for the benefit of the child or family. However, if the health, safety, or life of another is in jeopardy, proper procedures will be followed and parents will be notified of the concern.

Cooperation (Parental)

Parental cooperation is essential for the welfare of students. If, in the opinion of the pastor or administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if it is determined that the partnership with the parent is irretrievably broken.

CORI Check

The Archdiocese of Boston mandates that all parents and school volunteers fulfill the Criminal Offenders Record Information check. Each year a copy of the Commonwealth of Massachusetts CORI form must be completed by parents and volunteers, and returned at the beginning of the school year. In addition, consistent with Archdiocesan policy, school volunteers must also sign the “Code of Ministerial Conduct” and complete a one-time program entitled “Protecting God’s Children”. In addition, the Archdiocese requires all adults working with students in an unsupervised role to be finger printed.

Crisis Plan

A detailed Crisis Intervention Plan has been developed for the safety of the students by the Archdiocese. Should the building need to be evacuated, the students will be relocated. Specific codes and/or instructions will indicate to the faculty the nature of the crisis and either a lockdown or evacuation will be implemented. Appropriate drills will be conducted with assistance from the Stoneham Police and/or Fire Departments.

Curriculum

Saint Patrick School follows the curriculum designated by the Archdiocese of Boston Catholic Schools Office. This curriculum encompasses sequentially ordered learning experiences and may be adjusted to meet the needs of the students. It teaches Christian values, respect for human rights, and appropriate skills. The Massachusetts Curriculum Frameworks and the Common Core are referenced at various grade levels.

Custody

Consistent with the law, in the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding the

child/children. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Disciplinary Procedure

Discipline involves the encouragement of acceptable behavior and the restriction of unacceptable behavior. The goal of a discipline policy is to help children become self-disciplined and respectful of themselves and others. Saint Patrick School staff believes in firm, fair, and consistent discipline. Teachers will not tolerate disruptive behavior. Students who lack self-discipline or who violate the rights of others can expect disciplinary actions. Each offense will be dealt with on an individual basis according to the nature of the infraction, the severity of the case, and the age of the student. Repeated or more serious infractions can result in more serious consequences including suspension and/or expulsion.

There is no requirement for progressive discipline. If a situation is serious enough for a teacher to refer it to the principal, parents may be notified and may be asked to come to school immediately. The principal, in consultation with the pastor, is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at their discretion. A student who engages in conduct, whether inside or outside the school, or whether during or after school hours, that is detrimental to the reputation of the school or intended to adversely affect the safety or well-being of a student, faculty or staff member, or any such person's family, may be disciplined by the Saint Patrick School administration.

Documentation of behavior infraction will be kept.

Level 1: Behavior Infractions [may include but are not limited to]:

- Violation of classroom rules/procedures
- Violation of non-classroom space rules/procedures (i.e. cafeteria, recess)
- Tardy to class
- Chewing gum
- Violation of the school uniform policy
- Moderate disruption of a class
- Inappropriate verbal interactions (Non-Harassment terms as defined by the State)
- Inattention to classroom work
- Throwing snowballs
- Coming to class unprepared

Logical Consequences: Offenses at Level 1 are handled at a classroom level and will merit one or more of the following consequences, but not limited to:

- A "take-a-break" within the classroom
- Appropriate consequences as determined by the teacher
- Parental notification
- Verbal warning
- Loss of privilege

- An opportunity to self-reflect with the teacher or guidance counselor

Level 2: Behavior Infractions [may include but are not limited to]:

- Repeated Level 1 violations
- Inappropriate language, gestures or defiant behavior
- Inappropriate physical behavior (i.e. rough housing)
- Disrespectful behavior toward other students
- Possession of unacceptable items
- Unexcused absence from school
- Disruptive behavior in a class to the point of removal
- Being in an unauthorized location without permission
- Failure to report to a teacher for detention
- Disruptive behavior in the hallways, stairways or classrooms
- Electronic device usage without permission, including cell phone

Logical Consequences: Offenses at Level 2 are handled by the Assistant Principal/Principal of School and will merit one or more of the following consequences, but not limited to:

- Removal from class with notification to the office
- Phone conversation with parents or guardians
- Written reflection and action plan for going forward
- Detention (Detentions will most often be service-oriented in nature. Students will be given a detention notice to be brought home and signed by a parent. The notice must be signed by a parent and returned to school.

Level 3: Handled by the Principal, Behavioral Infractions may include but are not limited to:

- Repeated Level 2 violations
- Cheating/plagiarism
- Failure to comply with reasonable request/direction of school personnel
- Disrespectful behavior toward a faculty or staff member
- Action that threatens the safety of others or self
- Theft
- Vandalism
- Violation of harassment, hazing or bullying policies (see policies in this Handbook)
- Violation of alcohol, tobacco or drug policy
- Violation of weapons policy (see policy contained in this Handbook)
- Leaving the school grounds during the school day without permission
- Forgery
- False complaint
- Inappropriate use of technology

- A second suspension in a school year
- Threatening a member of the faculty, staff or student body
- Assaulting another person on school grounds
- Failure to cooperate with the administration
- Making a bomb threat or any other threat of that nature

Logical Consequences: A Level 3 offense is very serious and will lead to one or more of the following consequences, but not limited to:

- Parental notification will occur followed by a parent meeting
- Out-of-school suspension (up to 10 days)
- Disciplinary probation: In being placed on disciplinary probation, a student and his/her parents need to agree to a behavioral contract as set forth by the administration. If the student does not comply, he/she may be expelled from school.
- Expulsion

NOTE: In the case that a suspension is warranted, the student is required to have all assigned work completed up his/her return to school. Students have between 3-5 days from the day of their return to complete all missed tests and/or quizzes. All work not made up within the allotted time will be recorded as a zero. Teachers are not expected to provide any extra help of tutorial to a suspended student.

Preschool: A safe, secure, and positive classroom environment is an essential part of a student's educational experience. The teachers and teachers' aides will ensure that all students are able to learn and grow within such an environment. We are there to help them identify their feelings and give them the tools to address issues as they occur. To this end, we will convey classroom rules designed to ensure that learning experiences and activities are safe and fun for all. If a student does not follow classroom rules, he/she will be separated from his/her classmates to discuss the situation with the teacher and to think about his/her actions. We also have the students apologize to ensure that they are friends again. Follow-up communication with parents will occur as necessary

Dismissal

If for some urgent reason your child must leave school early, please send a note to the teacher in the morning and pick up the child at the school office. A parent or authorized adult must accompany the child from the school. A child will not be allowed to leave the school alone before the regular dismissal time. Frequent requests for early dismissals will not be honored. If a student has not been picked up by 3:05 p.m., the child should report to the office and a call will be placed to the home. **We ask your cooperation in not requesting that students be dismissed during the last half-hour of the school day.** When someone other than a parent will be picking up a preschool student at the regular 2:45 dismissal time, written notification must be given to the teacher in the morning identifying the individual. They will then be expected to show a photo ID before the teacher dismisses the child to them. St. Patrick School siblings are not allowed to pick up preschool students.

Drills

To ensure the preparedness of the students, Saint Patrick School conducts fire drills on a regular basis. Children will be aware of the particular directives regarding emergency evacuations. They will also participate in the drills sponsored by the Stoneham Fire Department. Lockdown drills and evacuations to off-site locations will also be practiced.

Emergency Information

An Emergency Form requesting information that will assist us in caring for your child, should an unexpected incident arise during the school day, is sent home each year. Please complete the form in its entirety and return it to the office immediately. If a change occurs during the year, please send the updated information to the school office.

Faculty Meetings

Faculty meetings will occur throughout the year. Please refer to the monthly calendar for exact dates. Students will be dismissed at 11:30 a.m. on those days. It is imperative that students be picked up promptly. If a delay occurs, the student will be referred to the After-School Program. When other additional meetings that require a no session day are scheduled by the Archdiocesan Office, a special notice will be sent home and it will be noted on the monthly calendar.

Field Trips

All classes are allowed to participate in field trips that are related to a particular area of the curriculum. Field trips are privileges, and students can be denied participation if they fail to meet academic and/or behavioral standards. They are considered extensions of the school programs and all school policies are in effect. Whenever appropriate, the school uniform will be worn. The Saint Patrick field trip permission slip, stating all pertinent information regarding the field trip must be signed by the parent or guardian and returned to the homeroom teacher before the day of the trip. Children not enrolled in the school may not attend school field trips. This applies to children whose parents chaperone field trips, as well. Cell phones are not to be brought by a student on any field trip, unless sanctioned by the principal. All chaperones must complete a CORI form, Protecting God's Children workshop, and the Code of Ministerial Conduct.

Fundraising

Fundraising is an important source of income that helps to ensure the financial stability of the school. Saint Patrick's P.T.O. sponsor fundraising activities throughout the year. Other fundraising programs may be initiated by the administration. Full details of these programs will be communicated to parents to elicit their support.

Graduation

In order to receive a diploma, each student must satisfactorily complete the courses prescribed by the Archdiocese of Boston. All financial obligations must be fulfilled in order for a student to participate in graduation exercises. A graduation fee is assessed each year to help defray the cost of graduation activities, e.g., robes, flowers, etc.

Harassment

In order to maintain an environment free from sexism and racism, it is expected that all students will treat one another with **respect and dignity. Harassment or bullying is any form of behavior that interferes with another person's sense of safety, dignity, comfort, or productivity.**

Sexual Harassment – involves unwelcome sexual advances, implicit or explicit requests for sexual favors, inappropriate verbal comments, or physical conduct of a sexual nature.

Physical Harassment – involves unwanted physical contact, assault, deliberate impeding or blocking movements, and any intimidating interferences with normal activity or movement.

Verbal Harassment – involves derogatory comments, jokes, or slurs about a person's gender, race, religion, ethnic origin, physical characteristics, or family.

Visual Harassment – involves derogatory, demeaning, or inflammatory material; such as posters, cartoons, writing, art work, and gestures.

Persistent name-calling, teasing, humiliation, downgrading, etc. will be considered harassment and may lead to suspension or expulsion. The pastor and principal, in conjunction with the Catholic School Office, reserve the right to expel any student accused of harassing students, teachers, staff persons, or any such person's family members

A complete copy of the school's Bullying Prevention and Intervention Plan may be viewed on the school's website. Hard copies are available in the main office.

Health

Parents are responsible for the overall health of the child. It is expected that students will not be sent to school if they show signs of illness or conditions requiring medical care. If a child has a medical problem, the parent/guardian must inform the school in writing, so that the school may cope with a situation, should it arise. All students must have an up-to-date Emergency Card on file in the school office.

Allergies – There are students attending Saint Patrick School who have **Life Threatening** allergies, especially to certain food products. If possible, we ask for your cooperation with this concern by not sending snacks or lunches to school that contain peanuts or peanut products. Parents are asked to refrain

from sending food to the classroom for special events. Also, please remind your child not to share food in school.

***NOTE:** Because food being served at school events, other than through the school caterer at lunchtime, is coming from a variety of sources, we cannot guarantee that the event will be free of food allergens. If your child has any food allergies, we highly recommend that you prepare food that is safe for your child, put the food in a sealed container, clearly label the container with your child's name and deliver it to the school office on the morning of the event. We will be happy to give the food you supplied to your child at the event. Please contact the school office at 781-438-2593 if you have any questions or to make arrangements. In addition, the school's Allergy Acknowledgment Form and the Guidelines for Food Allergies are included in Appendix D. Consistent with school policy, if your child has a food allergy, please call the school office prior to the opening of school to arrange a meeting with the Principal or School Nurse to review the policy and discuss your child's condition. Kindly note that this information must be on file prior to the opening of school each year.*

Immunization – All students are required to have the immunizations mandated by the Commonwealth of Massachusetts unless specifically exempt. Every student must have been immunized against Diphtheria, Tetanus, Pertussis, Measles, Rubella, Polio, and Hepatitis B (if born after January 1, 1992). **State law requires that the school receive this information, within the first week of school. Students will not be readmitted to school without this information. Physical examinations are required in Grades Kindergarten, Four, and Seven.**

Parents of students transferring from other schools are reminded to contact that school and request that all student records be forwarded to Saint Patrick School prior to opening day. Failure to do so could delay the starting day for your child.

Communicable diseases such as, but not limited to, Scarlet Fever, Conjunctivitis, Mononucleosis, German Measles, Mumps, and Chicken Pox pose a serious threat to the health and safety of others. Therefore if a child has any communicable disease, it must be reported to the office. A physician's verification of recovery is required for readmittance to school.

Medication policy: At present, the Health Office is staffed by a full time nurse Monday-Friday. For the safety of the student, should your child require medication to be administered during school hours, it will be necessary for the parent, or their adult designee, to come to school to administer the medication. Under certain circumstances, the nurse may be able to administer the medication. Please contact the nurse in advance for further information. This includes prescription and non-prescription medications (aspirin, tylenol, etc.). Parents are always welcome to come to school to administer medication to their child. Students may carry inhalers and Epi-Pens with them, if a physician has prescribed them. The school office must be made aware of any student requiring an inhaler, and be provided with a copy of the physician's order prescribing it. Students with specific allergies such as nuts, bee sting, etc. are required

to present an Epi-Pen to the school principal, and a copy of the physician's order prescribing it. In addition, the child should carry an Epi-Pen with them at all times. A carrying case should be utilized in these instances. Prior to the beginning of school, parents of students with allergies are required to meet with the Principal, or his designee, to review the school's Allergy Protocol and sign the Allergy Acknowledgment form.

Accidents: In case of an accident to a pupil at school, the school is responsible only for immediate first aid. The school does not pay any medical or hospital bills incurred as a result of an accident to a pupil at school or a school-sponsored event.

In case of an accident, no matter how minor it may appear, the student or monitor should immediately report the accident to the classroom teacher. The teacher must then file an accident report with the office. In the case of severe accidents, emergency care will be provided and parents notified.

Please follow the following guidelines if your child is ill:

1. **Fever of 100.4 degrees Fahrenheit** or higher. Keep your child home until fever-free for a minimum of 24 hours before returning to school. Your child needs to be fever-free without the aid of Tylenol, Motrin or any fever-reducing medication.
2. **Vomiting or Diarrhea:** unrelated to medication or diet. Your child needs to stay home for at least 24 hours following their last episode of vomiting or diarrhea. Your child may need more days at home for specific gastrointestinal illnesses such as a diagnosis of Norovirus by your medical provider.
3. **Antibiotics: Keep your child home until 24 hours after the first dose of antibiotic for any** contagious condition such as strep throat, bacterial conjunctivitis (pink eye) or pneumonia. A medical note from medical provider, clearing child to return to school is required for these conditions.
4. **Cough that is Severe:** is uncontrollable with difficult and/ or rapid breathing.
5. **Rash with fever or behavior changes, open/oozing wound,** until a medical provider determines that these symptoms do not indicate a communicable disease.
6. **Head Lice:** Child may return day after treatment with a note from parent stating medication treatment for Pediculosis, i.e. Rid lice treatment or prescription lice treatment per medical provider. Must be cleared by school nurse before returning to classroom. Nit removal instructions will be provided.

In general, a child is too sick to attend school if: the child is too ill to participate comfortably in classroom activities, the staff cannot sufficiently care for the needs of the ill child, the child has lethargy, persistent crying, irritability, difficult or noisy breathing or other signs of illness.

Please consult your medical provider if there is any concern about the condition of your child. Follow the directions from your child's medical provider before sending your child back to school following a communicable disease. If you have any questions regarding these guidelines feel free to contact the school nurse. Thank you for your help in keeping our community healthy!

Homework

Homework is an important part of your child's education. It is an indication of how well he/she can accept responsibility according to his/her age and grade level. Please check your child's homework each night. If there is a good reason for his/her not completing this work, please jot a note to the teacher and inform him/her. Do not excuse your child unnecessarily. Assist him/her to meet this responsibility. Written assignments must be done neatly. Assignments that require studying are a representative form of homework. Working at an average pace at the various levels, the time limits referenced below should be adequate.

Generally speaking, homework will not be given over the weekend. However there may be exceptions as determined by the teacher. Students are expected to use this time working on long-range assignments, projects, and reading. Some students may require the assistance of an adult or older sibling to review material (e.g., spelling words, number facts, materials for tests and quizzes.) This effort is important if the subject is a problem area for your child. If your child is absent, he/she must assume responsibility for making up any homework assignments that may have been given.

Homework Guidelines

Pre-Kindergarten and Kindergarten – No formal homework –children may practice numbers, letters, reading, and vocabulary – maximum time fifteen minutes.

Grades 1 and 2 – fifteen to twenty minutes

Grade 3 – twenty minutes to one-half hour

Grades 4 and 5 – thirty minutes to one hour

Grades 6,7 and 8 – one hour to one and one-half hours

For middle school: Homework will be marked as half credit if a student does not have it during that class period without a valid excuse. If not passed in after one day, students will receive a zero.

When possible, teachers will try to coordinate homework assignments with the schedule of a particular subject. Parents should conference with the teacher if a child is spending an inordinate amount of time completing assignments to determine the reasons.

Lunch

Each child should have lunch each day. Please provide a healthy and nutritious lunch daily as there is no hot lunch option offered at this time. Appropriate portions should be provided. Please do not give your child more than he/she is capable of eating. Saint Patrick School staff is concerned about the amount of food that is being wasted each day, and the message that is being communicated to the children. If your child cannot drink eight ounces of milk, please do not order milk and allow it to be wasted each day. A thermos or a carton of juice would be more practical. Cans or bottles of soda are not permitted. Milk is not included with tuition, but may be purchased separately for the year. The cost varies annually and an order form will be distributed to each child in September.

Lunch Monitors

The lunch monitor is responsible for supervising the lunch room not just your child. Lunch monitors need to be timely to ensure set-up and the safety of the children in the lunchroom.

Guidelines:

- insist on appropriate behavior
- assist students who may need help opening milk, juice, etc.
- do not allow students to misuse food
- walk around the area so that the children are being supervised
- conversational tones are expected – loud and boisterous noise is not appropriate
- food and drink may not be taken from the cafeteria to the schoolyard
- report any inappropriate behavior or injuries to the office staff or the teacher
- when inside recess is necessary, the monitors are responsible for cleaning up the table

Money

Please do not send money into the school office unless expressly directed to by the school administration. St. Patrick School will be directing parents to pay via FACTS for items throughout the school year.

Non-Discrimination Policy

It is the policy of the Department of Education that the Roman Catholic Schools of the Archdiocese of Boston, inclusive of private and parochial schools, admit students of any race, color, national or ethnic origin to all rights, privileges, and programs and activities generally accorded or made available to students at the schools. The schools of the Archdiocese of Boston do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admission policies, scholarship and loan programs, and in the hiring of school personnel.

Parking

The presence of a Catholic School in the area should be a source of edification and pride. Please be aware of the property rights of our neighbors and do not park on their property, block driveways, or allow your children to trespass on private property. The Stoneham Police Department will issue citations, or tow vehicles that are parked illegally. So as not to impede emergency vehicles, parking is prohibited on the left hand side of Pomeworth Street. Parking lot procedures are described in Addendum #1 of this Handbook.

Parties/Invitations

Saint Patrick PTO provides occasional celebrations for the various holidays; therefore there are no classroom parties. If you wish to provide something special for your child's classmates on their birthday, rather than bringing sweets, we ask that you provide a non-food treat; such as pencils, erasers, small pads of paper, etc. If you are planning a party off-site and are inviting classmates, as long as every child in the

class is invited, invitations may be distributed in the classroom. However, if every child is not invited, you may not distribute the invitations in school. While it is understandable that limitations are necessary, the feelings of all children must be respected.

Personal Belongings in PreK

PreK requests a full-sized backpack to transport assignments, notices, and other materials to and from school. Toys, other than those requested for show-and-tell and other special activities, are not permitted. These items can be distracting during work time and can be easily misplaced. Preschool students are allowed to bring one stuffed animal for nap/rest time.

Photographs

Pictures of students are displayed throughout the school building. Often there are opportunities to publicize an activity or event in the local newspapers or on the web site, and student's names and pictures may be used. A permission form is included in the appendix section of this Handbook. Parents' wishes regarding the use of their children's photos and/or names will be stated and honored.

Physical Education

Physical education classes are an important part of children's development and must be considered by the students as an integral part of the curriculum. Excessive absence will result in failure for the year, and credit will not be accrued. A proper gym uniform must be worn or students will not participate in the gym program.

Promotion/Retention

Due to health problems, irregular attendance, poor scholastic achievement, etc., a child may be retained at any given grade or level. No student may be retained more than once at a grade level, or twice within the elementary grades. During a time of extraordinary circumstance which leads to an extended absence for a student, the student may not be promoted/graduate until completion of work to show mastery of the grade level curriculum is complete reviewed by Principal and teacher.

Possibility of non-promotion will be communicated to a parent by the classroom teacher in March or April and a conference will be arranged. Decision to repeat a child rests ultimately with the teacher and principal. Each graduate must be approved by the teachers and principal and have fulfilled the Archdiocesan requirements.

- Grades 1, 2, and 3: A pupil failing Reading or Mathematics will not be eligible for promotion.
- Grades 4 – 8: A pupil failing a major subject will not be promoted. English (vocabulary, grammar, composition), Reading, Literature, Mathematics, Science, and Social Studies shall be considered major subjects.

Property

Since school property does not belong to the students, they must respectfully use the books, materials, supplies and furniture. Saint Patrick School is co-tenant of desks and reserves the right to search them at

any time without notice. The health, safety, and welfare of students, faculty, and staff are more important than the privacy of a student's property. As such, there can be no expectations of privacy in desks, cubbies, backpacks, bags, and other personal property items brought to school. All student desks, backpacks, and other personal property items brought to school are subject to search by faculty and school administration at any time and without prior notice.

In regard to supplies: Property includes classroom supplies that will be provided by the school. Should a student misuse, break, or lose school classroom supplies, he/she will be expected to replace the individual item or be charged a reimbursement fee. Technology is an extension of supplies used at the school. Insurance information will be provided to parents regarding Chromebooks.

Parent/Teacher Organization (PTO)

The purpose of this organization is to promote the exchange of information and cooperation among parents, faculty, and staff. The PTO encourages parental and community involvement in the school and provides resources to enrich the education of Saint Patrick School students.

Reporting

Saint Patrick School will issue formal report cards three times each year. Midway through the marking period, in Grades PreK to grade 2, teachers will send home a progress report for each student. Parents of children in Grades Three to Eight may view student progress daily by logging on to the RenWeb website. Parent-teacher conferences are offered two times per year. All parents are encouraged to schedule conferences with a teacher as the need arises.

Restroom Use for PreK

Children in the preschool program must be potty trained; those who are not will have a two-week timeframe during which they must become potty trained before returning to school. An occasional accident will be handled by calling the parent to come and change the child if they are not capable of doing so themselves. When a parent is unavailable in such circumstances, the student will be sent to the nurse for assistance. A change of clothes may be left in the students' cubbies

Sacramental Programs

Students in Grade Two will be prepared for the reception of First Penance and First Communion. They are welcome to receive these sacraments at Saint Patrick Parish or the parish of your choice.

Safety and Security

As you know, Saint Patrick School provides the latest technology for staff and students in order to enhance teaching and learning. The school's investment in Smart Boards, laptops, ipads, and Chromebooks is quite significant. In order to provide some protection for such investments, we have

installed security cameras in the corridors of the school and Parish Center. The cameras record corridor activity on a 24-hour basis.

Every member of the school community is responsible for his/her own safety and the safety of others. Any behavior that poses a threat to safety cannot be tolerated and will result in disciplinary action. Serious infractions may result in dismissal from school.

School Cancellations

Signals and announcements pertaining to the Stoneham Elementary Schools apply to Saint Patrick School. A call will be sent through ParentsWeb. Please listen to the radio and TV announcements on the following stations: WBZ, WROL, WBOS, WROR, WEEI, WHDH; Channels 4, 5, 7. **PLEASE DO NOT CALL THE POLICE STATION OR RECTORY.** If there is a delayed opening, school will begin at 10:00 a.m. and students may enter at 9:45 a.m. Lunch and dismissal times remain the same.

If there is a half-day scheduled on a delayed-opening day, it will become a full day of school and students must bring a lunch.

If school is in session during inclement weather, it remains the decision of the parent whether or not to send the child/children to school

School Advisory Board

Saint Patrick School Board is an organization that is formed to further the general welfare of Saint Patrick School and those associated with the school. The Board strives to establish and maintain a cooperative, intelligent, and harmonious relationship between Saint Patrick School and the greater community of Saint Patrick Parish. The Board serves to enlighten, advise, and assist the pastor and principal in the daily operation and maintenance of Saint Patrick School and in planning for the future of the school. The Board is advisory in the following sense: the members cannot act apart from the Pastor and Principal and cannot make decisions for the school without the approval of the Pastor and Principal.

School Hours

All students may report to their classrooms between 7:50 a.m. and 8:05 a.m.

Pre-Kindergarten

3 half-day schedule—8:05 a.m.-11:30am— Tues.-Wed.-Thurs.

3 full-day schedule-8:05 a.m.–2:45 p.m.–Tues.-Wed.-Thurs.

5 full-day schedule—8:05 a.m.-2:45 p.m. – Monday thru Friday

Kindergarten through Grade 8 -- 8:05 a.m. – 2:55 p.m.

Early dismissal will take place at 11:30 a.m.

Saint Patrick School cannot be responsible for any child who is on the premises before 7:50 a.m. or after 3:05 p.m. unless they are in a formal program.

Students who are not picked up by 3:05 p.m. will be sent to the After-School Program and parents will be assessed the appropriate fee.

In the interest of student safety, parents should remind their children that they should report to the main office if their parent, or designated adult, is not at school by 3:05 p.m.

Spiritual Welfare

Parents bear a loving responsibility for the spiritual development of their children. Placing your child in a Catholic school indicates your interest and concern for your child's religious education and formation. However, often the responsibility for children's spiritual development has been abdicated to the school. Priests, Sisters, and Teachers are always ready and willing to assist you, but they are just that, your assistants. The rite of Christian Baptism clearly designates parents as the primary educators of their children. Children starting in Grade One are expected to attend Mass each Sunday and Holyday. Let your example be his/her teacher. Students will participate in the parish liturgies on Holydays when students are in school. Other liturgies and prayer services are scheduled during the academic year.

Sports

Students who maintain prescribed academic and behavior standards will be allowed to participate in school and extra-curricular activities.

Student Council

Students in grades four through eight are eligible to participate in the Student Council. Academic and behavior standards apply. The office of President is held by an eighth grade student. An election process takes place each fall. The Faculty Advisor will hold a meeting prior to nominations to clarify responsibilities, rules, and expectations for each Student Council position.

Substance Abuse/Weapons

Saint Patrick School makes every effort to make students aware of the dangers and consequences of the unlawful use of substances. The school defines drug abuse as the improper use of legal drugs/substances to include all tobacco products (including e- cigarette products) , steroids and/or illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute e-cigarette products and drugs, or who use, consume, possess, or distribute alcohol and/or possess or threaten to use any weapon, such as but not limited to a knife or firearm to include firecrackers and/or any explosive device that would bring potential harm to people and/or property on school property, at school activities or near school property with access to students attending the school or against any member of the school community are subject to

appropriate disciplinary action including but not limited to expulsion. In the event that school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within twenty-four hours and that the results of the testing be shared with the appropriate school officials.

Suspension and Expulsion

Membership at Saint Patrick School is a special privilege. On rare occasions some students are inclined to abuse it and behave disruptively. Some unacceptable forms of behavior that could result in a student's suspension and/or expulsion include, but are not limited to, acts of disrespect to teachers, parents, staff, or fellow students, bullying, disruption of class, fighting, foul language, threats and harassment of any kind, (physical, sexual, visual) possession of alcohol/drugs/weapons, possession of pornographic materials, smoking in/on school buildings/grounds, truancy, vandalism and any behavior that is deemed inappropriate by the administration. Suspension and expulsion appeals may be made to the Pastor or his delegate.

Tardiness

School hours have been previously noted. Punctuality is a characteristic to be developed. It is the responsibility of the parent to have the child/ children at school on time. Usually tardiness is not the fault of the student, but he/she bears the punishment. Every occasion of tardiness is recorded on his/her record. Schoolyard traffic becomes congested some mornings; therefore, to avoid having your child/children be recorded as tardy (arriving in the classroom after 8:05 a.m.) kindly allow extra time for your morning commute.

Students who are tardy more than fifteen times annually during the previous year will not be eligible to participate in Student Council. Students who are tardy more than ten times in the current year are not eligible for candidacy in National Junior Honor Society.

Technology

The purpose of making technology available is to enhance teaching and educational discovery. Acceptable use is an extension of Saint Patrick School's code of conduct. Students are responsible for appropriate behavior while using computers throughout the school and when on the network. Appropriate network etiquette will be expected. Please review the included Archdiocesan Acceptable Use Policy (Addendum #2) for students. After discussing the policy with their children, parents and students are to sign the Agreement Forms in the Appendix section of this Handbook and return them to school.

Important notes to remember:

- The school provides technological devices and students should not bring their own devices to school. If they are brought to school they are to remain powered off and in the students backpack.

- An Apple watch or Smart watch is not allowed to be worn in class as it is considered an extension of a phone. The watch, like the phone, must be powered down and kept in the students backpack until dismissal.
- If an assignment requires technology at home and it cannot be accessed at that moment, the parent should send in a note.

Telephone/Cell Phones

The school telephone is to be used for emergencies only. Children are not allowed to call home for forgotten homework, money, sneakers, etc. Please assist them in being responsible for having everything that they need for a successful day before leaving home. All arrangements regarding dismissal or after-school plans should be made before the child comes to school each day. Last minute calls at dismissal time, either incoming or outgoing, present many problems. Saint Patrick School cannot be liable for undelivered messages that occur at this time.

Cell Phones: Students may bring cell phones to school to be used after school. They must be turned off and placed in their backpacks during school hours. If a student uses the phone during the school day, or allows another to use it, the phone will be held in the office and the parent must pick it up and disciplinary action will be taken. This is a safety issue and the rule will be strictly enforced.

Testing Program

Students at Saint Patrick School participate in the following testing according to grade levels:

Kindergarten Screening – usually provided by the child’s hometown/city. Parents should contact the office of the public school Superintendent in their hometown to schedule appointments.

Grades Kindergarten through Eight – Archdiocesan MAP Testing Program

Transfers

It is the policy of Saint Patrick School to mail to the receiving school the records of the student who is being transferred. Parents are asked to sign a release form and indicate the school to which the records are to be sent. Parents of children new to the school must contact the previous school and request that student records be forwarded to Saint Patrick School. This should be done prior to the opening of the new school year.

**No letters of recommendation will be written for students other than eighth grade unless the student’s family is relocating to a new geographical area.*

Tuition Policies

Consistent with the recommendations of the Archdiocese of Boston, all tuition and fees will be collected through the FACTS Tuition Management System. All families are required to create an account in the FACTS system. Delinquent accounts must be resolved through the Business Office. If tuition payments are outstanding at the end of the stated payment plan, one week of grace will be allowed. Students will not be allowed back into school until this responsibility is resolved.

Families of 3 more children enrolled in Grades 1-8 will receive a \$2,500 sibling discount.

Refund Policy:

- Withdrawal of any type prior to beginning of school year- full tuition refund, less registration fee and tuition deposit.
- Withdrawal of any type after beginning of school year including expulsions, but before 12/31- partial refund calculated after registration fees. Tuition refund allocated by month July through April
- Withdrawal of any type after 12/31- No refund.

In-Parish St. Patrick School Tuition for 2019-2020*:

\$6,900	Pre-K 3 & 4- 5 full days
\$6,150	Pre-K 3 & 4- 3 full days
\$5,650	Pre-K 3 & 4 - 3 ½ days
\$6,400	Kindergarten
\$6,200	Grades 1-5
\$7,250	Middle School

**In-parish families have registered as parishioners through the Parish Office and have made the contribution through accountable means. If you are not a registered parishioner, a \$300 charge will be added through FACTS once per year.*

Uniforms

The way that a child dresses influences his/her academic performance; therefore the respective uniforms must be worn each day. Students who disregard the uniform directives will receive a notice to be signed by the parent. Repeated infractions will result in serious penalties. Due to safety concerns footwear such as flip-flops, crocs, high heels, etc. may not be worn in school.

Uniform Distributor
 J.B. Pride Uniform Company
 39 Cummings Park

Woburn, MA 01801
1-800-654-5148

It is required that all uniforms, including the gym uniform, be purchased from J.B. Pride Uniforms in Woburn, MA. Information pertaining to the school uniform is available at the school office.

Pre-Kindergarten – Gym uniform and sneakers (only)

GIRLS – Grades K-3

Plaid jumper
White round collar blouse
Navy knee socks or navy tights
Shoes – not sneakers

GIRLS – Grades 4-8

Plaid or khaki skirt
Green knit shirt with school logo
Green knee socks or green tights
Shoes – not sneakers

- Socks must appear above the back of the shoe
- Leggings are not allowed
- Shoes must be basic colors – black, brown, navy, beige. Metallic sparkles, or sequins are not allowed on shoes.
- Boots may be worn from Nov. 1 – April 1. UGGs or UGG-like boots must be in basic colors – brown, black, beige, gray. No other colors are allowed.

GIRL'S UNIFORMS MUST BE WORN AT THE KNEE OR BELOW.

OPTIONAL (GIRLS)

Navy skorts K-3	Khaki skorts (No shorts) (Sept. - Oct., May - June)
Navy Pants (Nov. - April)	Khaki Pants (Nov. -April)
Navy sweater – cardigan or pullover	Green sweater – cardigan or pullover
Light blue knit shirt, with logo	Green knit shirt, with logo

BOYS – Grades K-3

Navy dress pants, **with belt**
Light blue knit shirt w/school logo
Navy socks
Shoes – not sneakers

BOYS – Grades 4-8

Khaki pants, **with belt**
Green knit shirt w/school logo
Khaki socks
Shoes – not sneakers

OPTIONAL (BOYS)

Navy walking shorts (Sept. - Oct., May - June)	Khaki walking shorts (Sept./Oct., May/June)
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Navy sweater – cardigan or pullover
Light blue knit shirt, with logo

Green sweater – cardigan or pullover
Green knit shirt, with logo

- All shirts must be tucked inside the pants/skirt/shorts.
- Kindergarten boys do not have to wear a belt until December.
- No other colored sweaters or sweatshirts are allowed to be worn during the school day.
- 8th Graders may wear the sweatshirt of the high school they have committed to up until April 1st but may not be worn during Mass or any other school function.

Kindly note that only navy colored socks are worn in Grades K-3 and Khaki socks are worn in Grades 4-8.

Physical Education Uniform (J.B. Pride)

Navy sweatshirt or T-shirt

Navy mesh or nylon shorts
(Sept. – Oct.) (Apr. – June)

Navy sweatpants or nylon pants

Sneakers (**wheelies are not allowed**)

Navy socks

School Uniform

The school uniform helps define who we are as a member of the Catholic School community of Saint Patrick School. As such, it should be worn as a source of pride. We ask that you carefully review the uniform policy and refer to it if you have any questions about what the students may or may not wear. We thank you in advance for your attention to this matter.

Students at Saint Patrick School wear a specific uniform. It is expected that students will be dressed in the complete uniform at all times **and that it will be worn as expected**. It is the responsibility of the parent to make sure the uniform is worn correctly. The homeroom teacher will monitor this policy, and to notify parents when it is violated. The exception to this policy will be Tag Days, or N.U.T. Days (No Uniform Today) held throughout the year to benefit the Enrichment Program and/or the school Auction. On these occasions, the dress code is more relaxed, **but inappropriate attire will not be accepted (crop top, tank tops, spaghetti straps, offensive or insulting writing on T-shirts, pajama bottoms, low hung pants, low cut tops, etc.)**. **Girl's shorts and/or skirts must be no more than 2 inches above the knee and yoga style pants are permitted as long as a long shirt is worn**. All Tag Days and N.U.T. Days will be on assigned dates during the year. The uniform must also be worn on the first day of school and on the last day of school each year. **Decisions regarding inappropriate attire on these occasions are at the discretion of the Principal or the Assistant Principal.**

Hairstyles will be **neat, clean, and conservatively maintained**. Mohawks, punk, dyed, painted hair and other **potentially disruptive styles** are not permitted. **Decisions regarding inappropriate hairstyles are at the discretion of the Principal or the Assistant Principal.**

Hats are not to be worn inside the building except on specially designated days. Socks for boys and girls must show above the top of the shoe or sneaker.

Girls are permitted **only lightly applied make-up**, and light colored nail polish. Girls may wear small earrings (no large hoops or dangling earrings) and in the ear only. Boys are not permitted to wear earrings. No other visible body piercing is acceptable for boys or girls. A thin chain, for a religious medal, or cross, may be worn inside the blouse or shirt. Other chains or bracelets are not permitted for girls or boys.

Sneakers are not permitted except on the assigned gym days. It is important that only non-marking shoes be purchased as part of the uniform. **If it is noticed that a student's shoes leave large, black marks on the school floors, the student will be required to purchase another pair of shoes.**

A lot of unnecessary grief, wasted time, and hard feelings can be avoided if the school uniform code is followed as stated in this Handbook. This is a condition of initial registration in the school and continues until the student graduates or transfers out of the school. Parental cooperation is essential in this matter.

Vacations

Family vacations should be planned to coincide with school vacations. If vacations are taken at other times during the school year, teachers will not re-teach the material covered while the student was on vacation; however, the teacher will maintain a folder of any missed assignments that the student may complete at home, on their return to school. It is the student's responsibility to obtain these assignments and arrange for any test make-ups. However many days a student misses of school, they will be given that many days to make up the assignments. Should the student not do so, they will receive a zero for all incomplete and unfinished assignments and assessments. Should the student require individual instruction on material that was taught in his/her absence, private tutoring is available through the school for a reasonable fee.

Each year the academic requirements for teachers and students increase significantly; however, the length of the school day and school year has remained essentially unchanged. Extended absences from school inevitably result in a lowering of academic achievement and an increase in frustration for the student attempting to make up the missed assignments. It is for this reason that we ask your cooperation when scheduling vacations. Kindly note that excessive absences may result in a student being retained in grade as aforementioned.

Violence – Actual and Threatened

Physical assaults are forbidden. All threats of violence will be taken seriously and students making threats will be disciplined in an age-appropriate manner.

Virtus Program – “Protecting God’s Children”

The Virtus Program is mandated by the Archdiocese of Boston for all parents and persons who volunteer in any capacity at Saint Patrick School/Parish. The program addresses sexual abuse issues and the safeguards that are in place for the protection of children. The program is scheduled throughout the year and is held at Saint Patrick Parish Center. The program is conducted by the parish's Office of Religious Education. Dates and times will be posted in the Parish Bulletin. The program is also available in other parishes throughout the Archdiocese.

Visitors

For the safety of all concerned, all visitors, including parents, must report to the office when entering the building. Parents are not allowed to go to a classroom during the school day unless pre-arranged. If there is a reason to see your child, the child will be called to the office.

Weapons

A weapon is any implement which could be used to threaten, endanger, or injure oneself or another person. If students are found with a weapon, parents and the police department may be contacted. Suspension or expulsion may result.

The Administration retains the right to amend this Handbook for just cause, and parents will be given prompt notification if changes are made.

ADDENDUM #1

PARKING LOT SAFETY GUIDELINES

Please keep in mind that the preeminent concern for all is the safety of students and others who use the parking lot and schoolyard. The best general safety measure is that everyone use common sense and good judgment, proceeding slowly and cautiously in the parking area and schoolyard at all times. For the most part, parents driving in the school parking lot are cautious and attentive to pedestrian traffic. However, in addition to using common sense and good judgment, we ask that parents also be aware of and follow the specific parking rules set forth below, and to communicate these rules to anyone who assists them in providing transportation to their child(ren):

1. On a regular full school day, the parking lot is open for parents from 7:50 a.m. until 8:05 a.m. for drop-off and from 2:35 p.m. until 3:10 p.m. for pick-up at dismissal – (11:15-11:45 a.m. on half-day sessions) Please note that when the parking lot gates are closed (by way of rope or other barrier), parents are not permitted to open them and enter the parking lot at their discretion.
2. At morning drop-off, parents who wish to walk a student to the front door of the school buildings must park in the lanes closest to Pleasant Street and walk the child(ren) to the front door. Parents who do so are not allowed to enter any of the school buildings without checking in first at the school office to sign-in and obtain a visitor's badge. Please be especially watchful and cautious whenever walking in the parking lot.
 1. At pick-up for dismissal, please note that there are large yellow circles painted on the blacktop indicating no parking lanes. Please **do not park in these yellow dot lanes** if you will not be leaving the school yard when the signal is given (usually at 3:05p.m.)
 2. At pick-up for dismissal, there is a "safety area" for children and adults designated by way of cones and/or other barriers. For obvious safety reasons, no one is allowed to drive in the safety area. Students will be dismissed into the safety area. Adults should make every effort to keep those children waiting in the safety area away from statues, machinery, slide-like sides of stairways and continue to set other common sense limits.
1. At pick-up, there is a ten minute "waiting period" beginning with the 2:55 p.m. dismissal bell and a second bell at 3:05 p.m. during which vehicles shall not move from their parking space. This waiting period gives the children sufficient time to move safely from the safety area to the waiting cars in the lot. Any children and adults who are still on their way to the vehicles at the 3:05 bell will be asked to stop and wait in the safety area of the schoolyard until those vehicles which began moving at the 3:05 bell have had a chance to exit the lot. When traffic has stopped, the remaining children and adults may then proceed safely to their cars.

At any time, if you are parking your car in the school lot for more than a few minutes, please turn off the vehicle's engine. The school parking lot is a "no Engine Idling" zone. Automobile exhaust fumes can be hazardous to one's health and particularly harmful to the health of children whose young lungs are still developing.

1. At no time is parking in the fire/emergency lanes allowed.

2. At all times, the ramp at the back of the lot should be used only as an entrance for drivers coming into the school from Pleasant Street. This one-way ramp should never be used as an exit for obvious safety reasons. Also, please note that no one should walk on the car entrance ramp.
3. At all times, please observe all parking regulations on Pomeworth and Central Streets, as cars parked illegally on those streets impede the movement of emergency vehicles. Stoneham Police will enforce parking regulations on those streets.
4. The main parking lot is the preferred parking space for drop-off and pick-up as this is where the safety precautions are instituted. We prefer you not to park on Central St. and use the Church as an entrance and exit as we cannot guarantee the safety of the children.

Further, in addition to the above, please discuss the following parking lot and schoolyard behavior with your child(ren):

- Please keep in mind that any parking lot can be dangerous. The school parking lot is no different. Cars are pulling out, and when people are walking in several different directions, they can go unnoticed. We need you to help us keep you, your friends and your family safe by always being aware of your surroundings, by being careful in the parking lot and schoolyard and by following the rules.
- When dismissed, students should go directly to their parent or guardian waiting in the safety area. Older children may go directly to the car so long as they do so during the 2:55 to 3:05 p.m. waiting period or after the cars have left at 3:05 p.m. Younger children should not enter or cross the parking lot unless accompanied by an adult.
- For safety reasons, students are not allowed to play games in the parking lot during drop-off or dismissal.
- Remember that drivers in their cars cannot always see you as you walk through the parking lot. You may be hidden behind other cars or the driver may not be aware of where you are. Do not assume that a driver sees you.
- During recess, stay at least 10 feet away from any vehicle, parked or otherwise.
- In the event a vehicle comes through the lot unexpectedly, please get out of the way as quickly as you can and walk to the nearest responsible adult.

The use of the parking lot is a privilege which can be taken away from individuals who violate the rules and guidelines or from the school community as a whole by the Pastor. Failure to follow the parking lot guidelines will be considered a violation of school policy and will be referred first to the school Principal for resolution, and then, if necessary, to the Pastor.

ADDENDUM #2

SAINT PATRICK SCHOOL STONEHAM, MA

ACCEPTABLE USE POLICY FOR STUDENTS

St. Patrick School is pleased to make available to student's access to interconnected computer systems within the school's Local Area Network and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

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

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

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but also are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

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

III. ACCEPTABLE USES

1. Educational Purposes Only

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

IV. ACCEPTABLE USE AND INTERNET SAFETY POLICY

CONDITIONS AND RULES FOR PROPER AND ETHICAL USE

Acceptable Use

The purpose of the internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of the account must be in support of and consistent with the educational objectives of St. Patrick School.

Privilege

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

A: RESPONSIBLE USER

A responsible user may:

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

A responsible user:

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

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

By signing this agreement you acknowledge that you:

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

B: Unacceptable Uses of Network

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

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

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm virus, "Trojan horse" or "time bomb" or other harmful form of programming or vandalism; participate in

“hacking” activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette

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

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

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

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

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

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

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

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

V. PRIVACY

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

VI. FAILURE TO FOLLOW POLICY

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

VII. WARRANTIES/IDEMNIFICATION

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

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for

example to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

Appendix A

Parent/Guardian Handbook Acknowledgement

2019-2020

I have received a copy of the Saint Patrick School Parent/Student Handbook. Furthermore, I have read and discussed these school policies and expectations with my child(ren).

Parent/Guardian Signature: _____

Date _____

Student Name and Grade _____

Parent/Guardian Permission to Publish Child's Name and/or Photograph

Periodically, we submit stories of interest about the school and the children, along with their photographs, to various newspapers, other news outlets, and various social media platforms. Please indicate whether or not we have your permission to include your child(ren) in these stories.

_____ **Yes**, I give Saint Patrick School permission to publish my Child(ren's) name and/or photograph in various news outlets.

_____ **No**, I do not wish my child to be included in the above.

_____ **Yes**, I give Saint Patrick School permission to publish my Child(ren's) name and/or photograph on all social media platforms.

_____ **No**, I do not give Saint Patrick School permission to publish my Child(ren's) name and/or photograph on all social media platforms.

Parent/Guardian Signature: _____

Date _____

Appendix B

ACCEPTABLE USE AND INTERNET SAFETY POLICY
2019 – 2020
PARENT’S/GUARDIAN AGREEMENT

Student Name and Grade _____

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

As the parent or legal guardian of the above student(s), I have read, understand and agree that my child(ren) or ward shall comply with the terms of Saint Patrick School Acceptable Use and Internet Safety Policy for the student’s access to Saint Patrick School computer network and the Internet.

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

I am therefore signing this Policy and agree to indemnify and hold harmless the school, Saint Patrick School and the Data Acquisition Site that provides the opportunity to Saint Patrick School for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child’s or ward’s use of his or her access to such network or his or her violation of the foregoing Policy.

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

Parent or Guardian Name(s) (Print clearly) Home Phone

Parent or Guardian Signature(s) Date

Address City, State Zip Code

ACCEPTABLE USE AND INTERNET SAFETY POLICY

2019 - 2020

STUDENT'S AGREEMENT

*Every student, regardless of age, must read and sign below, except as noted ***

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

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

Student Name (print clearly)

Student Signature Date

Student Name (print clearly)

Student Signature Date

Student Name (print clearly)

Student Signature Date

Student Name (print clearly)

Student Signature Date

Student Name (print clearly)

Student Signature Date

****Parent Signature-Underage/Non-Readers** Date

Address City Zip Code

Appendix D

*Saint Patrick School, Stoneham, MA
Allergy Acknowledgment*

Name of Child _____

Address _____

Date of Birth _____

I / We, the undersigned custodial parent(s) / court-appointed guardian(s) of the child identified above (hereinafter referred to as the "Child"), hereby:

1. certify that I / we have provided St. Patrick School with the most up-to-date information concerning the Child's allergy / allergies and I/we personally reviewed and approved all written documentation concerning the Child's allergy //allergies that has been provided to St. Patrick School;
2. agree to promptly provide St. Patrick School with any additional and/or updated information about the Child's allergy / allergies as it becomes available;
3. acknowledge meeting with _____ (name and title of school administrator or his/her designee) on _____, at which time I / we discussed the Child's allergy / allergies, went over the guidelines followed by St. Patrick School for allergies, clearly explained the accommodations I / we requested for the Child, heard the recommendations of St. Patrick School concerning EpiPens and medical identification bracelets / tags, and received a copy of the St. Patrick School Guidelines for Food Allergies;
4. understand that, while St. Patrick School takes life-threatening allergies very seriously and attempts to follow the guidelines established by the Archdiocese of Boston for life-threatening allergies, St. Patrick School is not an environment free of peanuts, tree nuts and other allergens, and St. Patrick School cannot guarantee the safety of the Child;
5. authorize full disclosure to the faculty, staff, administration and volunteers of St. Patrick School of all information concerning the Child's allergy / allergies deemed relevant by the administration of St. Patrick School; and
6. acknowledge that St. Patrick School highly recommends that each child with a life-threatening allergy in Grades K-8 carries on his/her person at all times a duly prescribed EpiPen, and choose as follows for the Child (initial appropriate line):

_____ Pre-K – An EpiPen for the Child will be held by the teacher and/or aide.

_____ Yes - I / we will have the Child carry a duly prescribed EpiPen on his/her person at all times while attending school and events at St. Patrick School.

_____ No - I / we, against the express advice of St. Patrick School, do not want the Child to carry an EpiPen on his/her person while attending school and events at St. Patrick School, understand that an EpiPen will not always be readily available for prompt administration to the Child if he/she has an allergic reaction, and accept all responsibility for and release St. Patrick School, its faculty, staff, administration and volunteers from any and all liability for any injury to the Child resulting from delays in administering an EpiPen injection to the Child because the Child was not carrying an EpiPen on his/her person.

Signed on (date) _____

Signature of Parent / Guardian

Signature of Parent / Guardian

Print Name: _____

Print Name: _____