



## **Saint Mary Academy School Handbook**

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

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*(Revised 7/16/2025)*

## **I. INTRODUCTION**

### **Our Mission and Philosophy**

*Guided by our Blessed Mother, Saint Mary Academy is a Catholic faith community that educates children in mind, body, and spirit. We strive to inspire our students to honor God, love learning, and serve others.*

The mission of Saint Mary Academy is grounded in a program that emphasizes faith development, personal responsibility, mutual respect, academic achievement and service to others. Each child is encouraged to develop his own gifts to their fullest potential while appreciating and supporting the uniqueness of each person.

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

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

### **History**

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

At about the same time, St. Charles School, staffed by the Sisters of the Presentation of Mary, was opened to serve the French-speaking children of Dover. In 1968 St. Charles School was destroyed by fire and St. Charles and St. Mary's joined together as Dover Catholic School. In 1989, the school was rededicated to the Blessed Mother and reverted to its original name – St. Mary Academy.

### **Accreditation**

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

## **II. PARENT INVOLVEMENT IN THE SCHOOL**

The administration of Saint Mary Academy maintains an open door policy and encourages parents to share their thoughts, concerns and ideas. Parent volunteers also make important contributions to the life of the school, and parents are invited to share their talents with the school as their schedules and interests allow. There are a number of ways in which parents can become more actively involved in the school.

### **School Advisory Board**

The SMA School Advisory Board offers advice and assistance to the principal in advancing SMA's Catholic mission and Catholic identity; establishing local policies consistent with diocesan policies and procedures; developing, implementing, and monitoring strategic planning; and supporting school advancement, public relations, and marketing endeavors. The Board includes representation from alumni, local clergy, parents, and community members at large. Individuals interested in serving on the Board submit a letter of interest to the Chair; Board members are officially appointed by the principal.

### **Home and School Association**

All SMA parents are encouraged to be active members of the SMA Home and School Association (HSA), which functions as the parent association of the school. As a volunteer organization, the HSA supports SMA by organizing and sponsoring events which strengthen the sense of school community, cultural enrichment activities, and other special events to enrich the school experience, and by raising funds to support the school.

### **Volunteer Program**

St. Mary Academy welcomes parent volunteers and there are many opportunities to help at school. The Home and School Association invites volunteers to contact it at any time throughout the school year to volunteer for events.

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

- Complete the Volunteer Application and Volunteer Agreement
- Complete and sign a Criminal Record Release Form. This form must be notarized. Notary service is available at your town hall or through any bank teller.
- For those residing in NH within the last 5 years, submit \$10 payable to SMA or billed in FACTS to cover the cost of the background check. For those who have lived outside NH within the last 5 years, submit \$15 payable to SMA or billed in FACTS.
- Complete the online child abuse awareness training at <http://rcbmnh.org/volunteer/>.
- Read the Diocese of Manchester Code & Policy book and sign the acknowledgement form electronically.

Any questions about the volunteer requirements should be directed to the school's safe environment coordinator at [frontdesk@stmaryacademy.org](mailto:frontdesk@stmaryacademy.org).

### **Parent-School Partnership**

At St. Mary Academy, we treasure each student as a child of God and seek to promote growth in each aspect of their being. There exists great energy at SMA born of the many partnerships that exist among the staff, students, parents, alumni, faculty and the Advisory Board. In particular, cooperation between parents and the school is vitally important to the success of our students. A *spirit of mutual cooperation is essential*. Inevitably, disagreements and misunderstandings will occur. When a problem does arise, we at St. Mary's will make every effort to resolve the problem to your satisfaction. Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

If a problem involves routine procedures such as homework, class assignments, classroom and playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call, a note to the teacher, or an e-mail. For a variety of reasons, parents should not attempt to discuss such matters in front of other students while the teacher is on duty during the regular school day.

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

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

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

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

### **III. ADMISSIONS POLICIES AND PROCEDURES**

#### **NOTICE OF NONDISCRIMINATORY POLICY REGARDING STUDENTS**

Saint Mary Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Applicants are accepted on a space available basis, at the discretion of the Principal and/or the Admissions Committee.

#### **Pre-Kindergarten**

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

A child must be 3 or 4 years of age by September 30 to be eligible for entrance to Pre-K. Before the school year begins, a record of completed immunizations or a medically verified plan for completion, or a medical or religious exemption, and a record of a physical exam by a medical doctor must be submitted. Children must be toilet-trained before entering the Pre-Kindergarten program.

#### **Grades K-8**

**Priority will be given based on the following criteria:**

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

- X. Children from Catholic families who are *not* active in their parish and not already enrolled in the school.

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

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

The following documentation is required at the time of application:

- Application
- Copy of birth certificate
- Copy of baptismal certificate (Catholics only)
- School Records including:
  - Report cards
  - Standardized test scores
  - IEP or 504 plan (if applicable)

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

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

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

Upon completion of the probationary period, any student whose conditional acceptance is not revoked shall be deemed to be fully and finally accepted as a student at St. Mary Academy, subject, of course, to compliance with the policies, procedures and rules contained in the Student Handbook. St. Mary Academy strives for every enrolled child to be successful. If the school cannot meet the needs of a child and determines that a child will not be successful at the school, administration reserves the right to ask the student to withdraw. At that time, the family will be released from the tuition contract obligation for that specific child (only).

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

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

#### **IV. FINANCIAL POLICIES AND PROCEDURES**

St. Mary Academy recognizes the challenge for parents in providing a quality education for their children. We understand the difficulty and sacrifice necessary to meet the financial weight of tuition. It is our goal to keep tuition as low as possible while operating the school in a fiscally responsible fashion.

##### **Tuition Payments**

Saint Mary Academy uses the FACTS program for tuition payments and financial aid. All parents must maintain a current FACTS agreement.

In the spring of each year, parents will receive an Enrollment/Tuition Agreement for the coming school year which specifies the parents' financial obligations for the new school year. Tuition must be paid in one of three ways: In full no later than August 1 of the school year; on a monthly basis via the FACTS monthly payment plan over ten months; or on a monthly basis via the FACTS monthly payment plan over twelve months. Any deviations from these payment schedules must be approved in advance by the principal.

Parental obligation to pay the fees and tuition for the full academic year is unconditional. If a child is withdrawn from the school, parents are responsible for remaining tuition costs. Tuition and fees paid in advance are not able to be refunded.

Parents will pay any bank fee incurred by SMA for any check written by them to the school. Late fees for tuition will be assessed through FACTS.

##### **Additional Fees**

Graduation (8<sup>th</sup> grade families), school athletic programs, drama programs and other extra curricular / enrichment programs will require fees. Field trip fees will be charged on an individual class basis.

##### **Delinquent Accounts**

It is expected that all financial obligations (tuition, before and after care charges, hot lunch, and any other fees) will be fulfilled by the required due dates.

If an outstanding balance is unpaid, SMA may terminate enrollment of the student and/or initiate collection proceedings. If collection proceedings are initiated, parents will reimburse SMA for all costs, expenses, interest, and fees incurred by SMA in connection with any proceeding to collect any unpaid balance, including but not limited to attorney's fees, collection agency fees, and court costs.

Fees and tuition outstanding from the prior academic year must be resolved before re-enrollment for the next school year.

Students in their eighth grade year and whose tuition and fees are not paid in full may be denied participation in end of year activities and graduation exercises.

Per the policy of the Diocese of Manchester, SMA follows a tuition collection policy which states that families which have any unpaid tuition or fee balance at another diocesan school must satisfy that balance in full prior to enrollment at Saint Mary Academy.

### **Financial Aid**

St. Mary Academy allocates a portion of its annual budget to provide financial aid for qualifying families. All families are eligible to apply for aid. A demonstrated financial need is the first criteria. Financial need is determined by FACTS Grant & Aid Assessment and reported to the school following an application to FACTS. The Financial Aid/Tuition Assistance Committee will make an evaluation and award aid by matching the ability to pay tuition with resources available. All financial information is handled in strict confidence. Completed tuition assistance applications are due by April 15th to allow time for processing and review.

All students who apply for financial aid/tuition assistance must be accepted and registered for the following school year. Aid cannot be guaranteed from year to year; families must reapply annually.

The school understands that sometimes families experience a financial emergency (i.e., loss of employment, severe illness, etc.) which impacts their ability to meet their financial obligations. Parents who are experiencing such unexpected financial difficulties are urged to contact the principal to discuss payment arrangements. Such information is always handled in a confidential manner.

## **V. ATTENDANCE POLICIES AND PROCEDURES**

Regular, prompt attendance is essential for success in school. There are 990 academic hours in the school calendar. Satisfactory completion of an academic year requires that a student has no more than 20 days maximum absences and meets the academic requirements in order to be considered for promotion to the next grade. Attendance will be reported on progress reports and report cards in ½ day increments.

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

### **School Hours**

Pre-K(3) - 8:15 am-11:30 pm (arrival 8:00 - 8:15)  
Pre-K(4) – 8:15 am- 2:30 am (arrival 8:00 - 8:15)  
Grades K-4 – 8:00 am- 2:40 pm (arrival 7:40 - 7:55)  
Grades 5-8 – 7:50 am- 2:40 pm (arrival 7:40 - 7:50)

### **Absences**

If your child is absent, you must call the office or email [frontdesk@saintmaryacademy.org](mailto:frontdesk@saintmaryacademy.org) to report the absence before 8:30 a.m. You may leave a voicemail message if you call before 7:30 am. The number at the main school is 603-742-3299. Parents will be called if an absence is not reported by 9 am.

If you wish to request work for a child who is absent, please notify the office before 9 am. This gives the teacher sufficient notice to prepare the assignments. Work will be available for pick up after 3:00pm.

Students arriving after 11:30 am will be marked as ½ day absent. Students must be at school for a minimum of three hours to receive credit for a full day of school.

Students dismissed prior to 11:30 am will be marked as ½ day absent. Requests for early dismissal should be made in writing.

If a student is absent, they will not be eligible to participate in extracurricular activities including our After School Program on that day, except by permission of the Head of School. Excessive absences will result in a phone call and appropriate action will be taken by the administration. St. Mary Academy follows the New Hampshire Department of Education policies regarding excessive absences which includes grade retention. An excused absence must be verified through contact with our front desk and a note that is sent into school from the doctor or parent.

### **Unscheduled Vacations**

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

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

- The parent will need to email or send in a note to their student's teacher and the principal at least one week in advance of any unscheduled vacations.
- The parent will need to follow our absent protocol by calling the front desk each day.

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

### **Tardiness**

A student's tardiness is disruptive to classmates and teachers and has a negative influence on a child's day. Punctuality is a positive trait which we must help our children cultivate. Circumstances beyond anyone's control (late buses, traffic congestion, weather, etc.) sometimes come into play. We kindly request a phone call should a circumstance arise. **Repeated tardiness, however, will not be tolerated.**

Appropriate consequences will apply based on the student's grade level and on the reasons for the frequent late arrival.

- Students in grades 5-8 are expected to be in their homeroom seats by **7:50 AM**. Students in grades 1-4 are considered tardy if they are not present by **8:00 AM**.
- A child with more than three (3) unexcused tardies will serve detention with a member of our faculty after school and parents must come in for a meeting.
- A twenty-four hour notice will be given before the detention is served.
- Students in grades 1 - 4 will serve detentions from 2:45pm - 3:00pm; and students in grades 5 - 8 will serve detentions from 2:45pm - 3:15pm.

### **Weather-Related School Cancellations**

In case of a weather-related delay or cancellation, parents will be notified via text message and/or an email blast. Cancellations will also be listed on Channel 9 – WMUR-TV.

Extended care programs are not available when school is canceled.

In the event of a delayed start, the before-school program will begin at 9 am and the after-school program will run until 5:30 pm, as usual.

In the event of an early dismissal, there will be no after-school program. All children must be picked up at the early dismissal time.

On delayed start days PreK-3 students will not have school, however, they may attend the after care program beginning at 11:30 am. The PreK-4 program will begin at 10:30 am with before school care beginning at 9 am.

### **Bus Transportation**

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

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

### **Parking and Traffic**

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

- During the busy arrival and dismissal times, parking spaces on Central Avenue in front of the main building should be used only for very short-term parking - to drop off or pick up. If you need to get out of your car for any reason, please park elsewhere and walk to the building.
- Between 7 am and 3:15 pm, only staff members are allowed in the school parking area. It is unsafe for parents to drive into the parking lot while children are around.
- Do not park in loading zones or bus loading areas. This includes the loading zone on the Church Street side of the Pre-K/Kindergarten building.
- **Do not block driveways or parking lots of nearby homes or businesses. This practice is very inconsiderate of our neighbors.**
- On Angle Street, parking is permitted on the south side only.
- When picking up children at the Pre-K building, do not double park. If necessary, drive around the block until you can get into the queue.
- If a school staff member asks you to move your vehicle, please comply in a courteous manner.
- Because of the large number of activities conducted at First Parish Church, the church parking lot is not available to SMA parents. Please honor this request.

### **Dismissal Procedures**

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

Students designated as **walkers** will be escorted to the schoolyard where they can be met by a

parent or other designated adult in the schoolyard area.

**IMPORTANT :** Please note the **Leave Unsupervised Authorization** form. This Diocesan form states that if you designate your child/children as **unsupervised walkers**, you are signing this form stating that you have given authorization for your child/children to leave SMA property unsupervised and you accept all risks and hazards associated with this. This includes leaving SMA property at the end of the day or from any school event. This form **is not** a required form. You have the option of designating your child as a walker, and they will be dismissed to an adult on the playground at 2:50 pm.

The **carline** procedure is as follows:

At 2:40 pm all children will be brought to two dismissal points according to their last name:

**Last names beginning with A-J: Blue Loading Zone**, Church Street (at the school side door).

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

Car pools must decide which loading zone they will take and notify the office on the dismissal form. These carpools should be accompanied by a note from all of the parties involved in the carpool and these notes should be given to the front office by 9:00 am.

You may drive up and a teacher will call for your child. You must be in the loading area with the passenger side closest to the sidewalk. Teachers WILL NOT cross the street to access your vehicle, nor will children be sent across the street. Please have a sign with your family name visible on the car dashboard for teachers to read to speed the process.

At 3:00 pm all children not picked up will be sent to and checked into our After School Program (ASP). Please contact the office about any changes with your child's dismissal. Such changes should be in writing.

### **Returning to School After Dismissal**

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

## **VI. HEALTH AND SAFETY**

## **Health Information**

In order to give students good health care during school hours, it is required that we have the health information described below on file for each student. Lack of compliance will result in excluding a student from school until the required information is provided unless documentation of medical or religious exemption is provided.

## **Immunizations**

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

### **DTP/DT/DTaP/Td/Tdap**

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

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

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

### **Polio**

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

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

### **MMR**

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

### **Hepatitis B**

**Born on or after 1/1/94** – three doses with Doses 1 and 2 separated by at least 28 days. Dose 3 shall be administered on or after age 24 weeks and be separated by a minimum of 16 weeks from the first dose and 8 weeks from the second dose.

### **Varicella (Chicken Pox)**

**Grade Pre-K -Grade 8** - 2 doses with the first dose administered on or after the 1st birthday OR laboratory confirmation of immunity.

**\*\* No child shall be sent to school with a contagious infection**, such as strep throat, the stomach flu, chicken pox, impetigo, etc. A child who has a temperature of 100 degrees or more should not be sent to school. **The child's temperature must be below 100 degrees for at least 24 hours (without fever reducing medications) before returning to school.** This not

only allows the ill child an opportunity to rest and heal but prevents risk of exposure to all other students.

*A child must be fever/symptom free for 24 hours after having any of the following symptoms - a temperature of 100 degrees F or higher, contagious infection, diarrhea and/or vomiting.*

### **Medication During the School Day**

In order for prescription medication to be given at school, the following must occur:

1. The school is presented with a written order from a physician and written authorization from the parent/guardian. Appropriate physician/parent forms are available on the SMA website or in the nurse's office.
2. The parent or adult designee brings the medication to school where it is kept in the nurse's office. **No student shall transport medications to or from school.**
3. Medication shall be in a pharmacy-labeled container.
4. Students receiving routine medications for the school year must have written physician and parent authorization annually (including inhalers, Epi pens and insulin).
5. Inhalers, Epi pens, and diabetic supplies may be carried with written permission of the parent and the physician and in consultation with the school nurse.

In order for non-prescription medication to be given at school, the following must occur:

1. Written parental permission must accompany all non-prescription medications brought to school by parents.
2. Medications should be in the original packaging.

Parental forms are available in the nurse's office or on the SMA website.

Additional Epi-pens may be provided to the lunchroom staff member for emergency use.

### **Emergency Plan**

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

### **Emergency Contact Forms**

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

### **Visitors to the School**

All visitors to the school must report to the office, sign in and receive a visitor's name tag. If you need to discuss something with a teacher, please make prior arrangements to do so. Forgotten books, lunches, etc. should be delivered to the office, not the classroom.

### **Reporting of Sexual Abuse**

***Child sexual abuse is a crime in the State of New Hampshire and the Catholic Church.***

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

Church personnel – clergy, paid employees, and volunteers – have additional reporting requirements if they believe that Church personnel have sexually abused a child. To learn more about the reporting requirements, contact the diocesan website under Child Safety: [www.catholicchurchnh.org](http://www.catholicchurchnh.org).

## **VII. TECHNOLOGY POLICIES**

### **Internet Use**

The internet may be used only for school purposes. Email, chat, text, cell phones, Smart Watches or social media outlets are not to be used during school hours without permission. Students may not visit any website or create any file that is inappropriate for school nor attempt to install any programs on school computers or iPads. Students will not harm or destroy any technology equipment or information on purpose.

### **Technology Acceptable Use Policy**

#### **This is how we stay safe when we use computers:**

- Students will ask a teacher to use the computers / Ipads.
- Students will only use activities that a teacher has told or allowed. School’s technology is for educational purposes only.
- Students will take care of the computer and other equipment.
- Students will treat all school technology (Ipads, Chromebooks, etc...) with care and keep all screensavers and programs as the SMA has set up. They will not install software, extensions or apps, view/download/listen to music or video files that are not approved by a teacher.
- Students will ask for help from a teacher if they are not sure what to do or if they think they have done something wrong.
- Students will tell a teacher if they see something that upsets them on the screen.
- Students know that if they break the rules they might not be allowed to use a computer / Ipad.
- Students will be polite, kind and respectful to others while using school technology.
- Students will not plagiarize; they will cite any sources.
- Students will be required to change their password every school year.

Students understand that St. Mary Academy monitors the technology use in school and during remote learning. Access to our technology is a privilege, not a right. By signing this handbook, we show agreement to the rules stated above and agree to abide by them. Understand that

failure to follow the rules stated above will result in disciplinary actions and the possible suspension of my technology privileges.

### **Google G Suite for Education**

We use G Suite for Education, and we are seeking your permission to provide and manage a G Suite for Education account for your child. G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into their Chromebooks, and learn 21st century digital citizenship skills. Please read Google's Privacy notice [https://gsuite.google.com/terms/education\\_privacy.html](https://gsuite.google.com/terms/education_privacy.html) and [this additional privacy information](#) carefully, let us know of any questions, and then sign the handbook to indicate that you've read the notice and give your consent. If you don't provide your consent, we will not create a G Suite for Education account for your child. Students who cannot use Google services may need to use other software to complete assignments or collaborate with peers.

Your signature will give us permission to create/maintain a G Suite for Education account for your child and for Google to collect, use, and disclose information about your child only for the purposes described in the notice below.

### **Cyberbullying**

Cyberbullying will not be tolerated at St. Mary Academy. Cyberbullying is defined as any type of harassment, intimidation or bullying through the means of electronic devices that creates an imbalance of power or dominance by one student over another and causes and/or is intended to cause:

- physical harm to a student or damage to the student's property; or
- substantial emotional distress of a student; or
- substantial interference with a student's educational opportunities; or
- an intimidating or threatening educational environment; or
- substantial disruption to the orderly operation of the school.

Cyberbullying may take the form of either direct or indirect bullying. Direct bullying includes being cruel to others by sending them harassing material or posting it where they are likely to see it or engaging in other forms of harassment using the Internet or other digital technologies. Indirect bullying includes actions intended to damage the reputation or interfere with the relationships of the targeted student, such as posting harassing material, impersonating the person, disseminating personal information or images, or actions that result in exclusion. Cyberbullying is harassment through any technological means that is disruptive in the school environment and disrupts the learning environment.

**Bystander Involvement-** Students who support harassment implicitly through laughter, encouraging comments and/or through explicit endorsement will be subject to disciplinary action as defined by the bullying policy.

### **Cell Phone/Electronic Device Policy**

Students' safety and well-being is a top priority at Saint Mary Academy. Maintaining the integrity of the learning environment is imperative. To ensure both, **the use of cell phones and other electronic devices is strictly prohibited on St. Mary Academy school property at any time.** *This policy applies to every student in every grade.* Students in need of a device for a special circumstance may request supervision and permission from a staff member.

1. The signature serves as an acknowledgement of SMA's policy and it must be signed and submitted prior to a student bringing a phone or electronic device to school;
2. The student is responsible for depositing their cell phone/electronic device in the homeroom classroom each morning upon entry to the building. The student is likewise responsible for collecting their device each afternoon from the classroom at 2:40 pm.
3. If a student enrolls in aftercare, the device will be collected from the homeroom and stored in a backpack.
4. Disciplinary Action- any student found using or in possession of an electronic device is subject to:

First offense: Device will be confiscated and stored in the office. This will need to be retrieved by a parent.

Second offense: Device will be confiscated and an automatic detention will be served.

Third offense: Mandatory meeting for parent and student with principal.

Neither Saint Mary Academy nor its employees bear any responsibility for lost, stolen or damaged electronic devices brought upon the SMA campus.

## **VIII. BEHAVIOR EXPECTATIONS AND DISCIPLINARY POLICIES AND PROCEDURES**

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

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

### **Saint Mary Academy Rules**

The St. Mary Academy Rules were developed to help promote a positive school culture within our school community. This list is proudly displayed throughout the school and serves as a daily reminder of the expectations placed on the school as a whole.

## **Saint Mary Academy Rules**

### ***Be the Best Me I can Be***

*Colossians 3:17*

### ***Be kind***

*Collosians 3:12*

### ***Be grateful***

*Psalm 105:1*

### ***Be truthful***

*Ephesians 4: 25*

### ***Be honest***

*2 Corinthians 8:21*

### ***Take responsibility for your words and actions***

*Galatians 6:5*

### ***Forgive and forget***

*Ephesians 4: 32*

### ***Support one another***

*Phillipians 2:3-4*

### ***Treat each other the way you like to be treated***

*Matthew 7:12*

### ***Love one another deeply from the heart***

*1 Peter 1:22*

## **Saint Mary Academy Code of Conduct**

### **A. The purpose of the Saint Mary Academy Code of Conduct is to**

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

**B. Acceptable conduct involves:**

- respecting yourself, others and the school
- helping to make the school a safe, caring and orderly place
- reporting to an adult, in a timely manner, any incidents of bullying, harassment, or intimidation
- accepting responsibility for your own learning
- acting in a manner which brings credit to the school

**C. Unacceptable Conduct:** The following points are examples only and are not an all-inclusive list.

Behaviors that:

- interfere with the learning of others
- interfere with an orderly environment
- create unsafe conditions

Acts of:

- bullying, harassment or intimidation
- physical violence
- retribution against a person who has reported incidents
- bystander observance

Illegal acts, such as:

- Theft of or damage to property
- Possession, use or distribution of illegal or restricted substances such as firecrackers, smoking materials, drugs and alcohol
- Possession or use of weapons

**D. Consequences**

Responses to unacceptable behavior are preplanned and consistent (see the **3 Step Discipline Process** below). Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive. Students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations of the established code of conduct.

**3 Step Discipline Process**

If a student chooses to not meet the Saint Mary Academy Code of Conduct and School Rules, they can expect to receive disciplinary action. The 3 Step Discipline Process outlines this disciplinary process.

The following is a list of examples and is not an all-inclusive list of disciplinary actions. It is important to note that a student's actions may be severe enough to require immediate administrative action at the Step 3 level and that the Step 1 and 2 levels may be bypassed if deemed necessary.

**STEP 1    Staff / Classroom Level** (Minor infractions)

- Verbal warning/discussion between student and staff member
- Correcting and teaching of appropriate behavior
- Quiet area to work (Time –Out)
- Restriction of activities/privileges
- Communication with parents (e.g. phone call, conference, agenda book)
- Teach problem solving strategies/reflection
- Behavior contracts with related/achievable goals
- Share information /consultation with Administration
- Detention (lunch, recess or after school)
- Reinforce/celebrate the improved behavior

**STEP 2    Administrator Level** (Major offenses; continued defiance of school rules)

- *Conduct Referral Form is issued*
- Administration speaks to student and states expectations for behavior
- Review Code of Conduct and School Rules with student and / or parent
- Phone call to parent
- Letter to parent outlining concerns
- Office detention
- Supervised independent study/withdrawal from class
- Behavior contract
- Meeting with parent and / or student
- Meeting with parent and support staff
- Referral or consultation with support staff and / or community agencies
- Restriction of activities/privileges/probation

**STEP 3    Administrator Level** (Serious misbehavior; persistence beyond Step 2; Suspendable/Expulsion)

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

**Bullying and Harassing Policy and Discipline**

As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people's dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus and it is never acceptable.

Saint Mary Academy is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The school believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; respecting the rights of others; and upholding our Christian values.

The Head of School or Head of School's Designee is responsible for ensuring that the Anti-Bullying Policy is implemented.

Bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student's property; or
- Causes emotional distress to a student; or
- Interferes with a student's educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Cyberbullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, video games, and websites.

### **Statements of Prohibition**

Bullying and cyberbullying shall not be tolerated and are hereby prohibited.

Saint Mary Academy reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Reporting - A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the principal or principal's designee.

Retaliation - The policy of Saint Mary Academy is to encourage individuals to report bullying and cooperate with investigations. As a result, individuals who make good faith reports of bullying will not be subject to retaliation for reporting bullying or assisting in a complaint investigation.\* Anyone who believes that they have been subjected to retaliation for making a complaint of bullying or cooperating with an investigation should report the matter to the principal, their designee, or the Superintendent of Schools. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

If an alleged victim or any witness expresses to the principal or other staff member that they are fearful of retaliation, the principal or principal's designee shall develop a plan to protect that student from possible retaliation.

*\* However, if after investigating any complaint of bullying, the Head of School or Head of School's designee determines that the complaint is frivolous and was not made in good faith, or that a student has provided false information regarding the complaint, disciplinary action may be taken against the student who filed the false complaint or gave the false information.*

## **Reporting Incidents of Bullying**

Note: The identity of the reporter will be protected unless otherwise required by State or Federal law.

### a. Reporting During School Hours

#### *Reporting by Students-*

Any student who believes that they have been the victim of bullying should report the act immediately to a teacher or to any other school employee.

Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

#### *Reporting by Parents/Guardians and School Volunteers-*

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the principal.

#### *Reporting by School Employees-*

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the principal or principal's designee.

### b. Reporting Outside of School Hours

The Diocese of Manchester has made available a phone number to be used by those who wish to report suspected incidents of bullying outside of school hours. The phone number is (603) 663-0178. Reports made by this method will be recorded and forwarded to the appropriate school the following business day. Reporters will be encouraged to provide their names, but anonymous reports will be accepted.

## **Response to Reports**

### Investigation

The Head of School or Head of School's designee shall promptly (within 2 business days) initiate an investigation into any report of bullying or suspected bullying.

### Initial Notice to Parent/Guardian

The Head of School or Head of School's designee shall promptly (within 2 business days) notify the parents/guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing. A waiver of this notification may be granted by the Superintendent of Schools if such waiver is deemed to be in the best interest of the victim or perpetrator.

### Timeline for Investigation

The investigation will be concluded within 5 business days. An extension may be granted by the Superintendent of Schools if necessary.

### Notification to Parent/Guardian Upon Completion of Investigation

Upon the conclusion of the investigation, the Head of School or Head of School's designee shall promptly report the findings of the investigation to the parents/ guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying. Such notification may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.

### Written Record

A written record of any substantiated act of bullying shall be maintained by the school.

*If the report of bullying suggests that a crime may have been committed, notifications to appropriate civil authorities must be made and the school will cooperate with any investigation by law enforcement. The school's investigation may be delayed should law enforcement become involved.*

## **Disciplinary Action for Substantiated Bullying**

If an investigation concludes that a student has engaged in bullying conduct prohibited by this policy, the Head of School or Head of School's designee shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the principal or designee, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying as defined above will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter

for the discretion of the Head of School or designee. The goal is for the child responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future. Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and prevent the likelihood of retaliation.

Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying but nevertheless is inappropriate for the school.

## **IX. ACADEMIC POLICIES AND PROCEDURES**

### **Report Cards**

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

Grades K-8 will receive report cards three times a year – in November, March and June. Grades 5-8 will also receive progress reports at the midpoint of each term.

#### **Grading Code (Grades K-4)**

<b>E</b>	Exceeding the grade level expectation
<b>M</b>	Meeting the grade level expectation
<b>P</b>	Partially meets/Progressing toward the grade level expectation
<b>N</b>	Not yet meeting grade level expectations
<b>X</b>	Not applicable at this time
<b>T</b>	Taught but not assessed
<b>*</b>	Modified

#### **Grading Code (Grades 5-8)**

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

#### **Grading Code Pre-K**

<b>M</b>	Meeting the grade level expectation
<b>P</b>	Partially meets/Progressing toward the grade level expectation
<b>N</b>	Not yet meeting grade level expectations
<b>X</b>	Not applicable at this time
<b>T</b>	Taught but not assessed
<b>*</b>	Modified

**Academic Achievement Award** will be given at the year-end awards assembly for students

whose overall average is 93 or above for all classes at the end of the school year.

### **Academic Work/Homework**

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

Teachers assign homework for the purpose of:

- Encouraging self-discipline and responsibility.
- Fostering good study habits
- Motivating the students to want to learn more.
- Promote self-efficacy
- Academic honesty and integrity.

Homework can also keep parents informed of the work done by the students. Students are responsible for recording assignments in their personal student planner/assignment book daily.

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

### **Academic Probation – Grades 5-8**

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

### **Promotion/Retention**

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

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

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

place a child in the next grade against the advice of the school, the parent may be asked to sign a waiver, relieving the school of responsibility for that decision.

### **Athletics and Extracurricular Activity Participation Policy**

The students at St. Mary Academy are here for their education first and foremost. Problems with grades and behavior are justifiable reasons for Academic or Disciplinary ineligibility. Athletes are expected to:

- Meet all academic criteria for eligibility
- Remain in good disciplinary standing
- Attend school regularly on time in order to be eligible to practice or play on a regular basis.

## **X. DRESS CODE AND UNIFORM POLICIES**

### **Uniform Requirements**

We feel that a person's self-respect is expressed by his/her personal appearance. Students are to be in proper uniform daily. The school asks for parents' cooperation in seeing that uniforms are cleaned and pressed and of appropriate length. Pants must be worn at the waist and shirts must be tucked in. The only exceptions to this rule are the school approved out of uniform days, field trip occasions when different attire is more appropriate and on designated Spirit Days when spirit wear is allowed.

Land's End and SMA Spirit Wear stores are the authorized source for SMA school uniform apparel. In an effort to make the uniform system clear, a tripartite labeling system has been implemented for uniforms: BASIC, MASS, and GYM. **Uniforms are not required for the PreK students.**

**Kindergarten Boys and Girls** - Kindergartners have the option of wearing the gym uniform in place of the basic uniform

### **Footwear**

Footwear with Basic, Formal, and Gym uniforms should be dark or neutral-colored. Sneakers may be worn by all students with all uniforms but sneakers and laces must be neutral in color (black, brown, blue, white and gray). Prints are not allowed on sneakers.

Sandals, platform shoes, backless shoes, heels and clogs are not acceptable. **Boots are acceptable for outdoor use only and dress down days.**

**Socks:** White, blue, brown or black socks must be worn. Blue, black or white tights and leggings under skirts are allowed. Shoes must be worn with socks high enough to be clearly visible all the way around the shoe.

**Shirts:** Land's End polo shirt with logo, short or long sleeved, white, light blue, or navy blue

**Pants:** K-4, navy blue docker style pant with belt (no skinny style, jeans, or cargo) 5-8, khaki or navy blue docker style pant with belt (no skinny style, jeans, or cargo).

**Shorts:** K-4, navy blue; 5-8, khaki or navy blue. Shorts may be no shorter than finger-tip length when arms are placed by sides. Permitted April 1st through November 1st.

**Jumpers/Skorts:** K-4 Land's End plaid jumper, plaid skort or navy skort; 5-8 khaki skort or skirt

**Gym Uniform (worn on gym days only):** SMA approved SpiritWear T-Shirt with Logo, solid gray, navy, or black sweatpants or shorts (appropriate length). No leggings. SMA approved sweatshirts and quarter zips are allowed through SpiritWear.

Mass Uniform: button collared white shirt and tie for boys along with appropriate bottoms for all.

Additional: SMA approved logoed sweater, vest, cowl-neck or quarter-zip fleece through Land's End.

### **Hair, Piercing, Jewelry, etc.:**

#### **K-8 Boys:**

##### **HAIR:**

- Extreme or unnatural hair styles or colors are not allowed.
- Bangs may not obstruct view at any time.
- Hair length may not extend beyond the top of the shirt collar, the top of the eyebrows or over the ears.

##### **PIERCINGS and JEWELRY:**

- No earrings or body piercings

#### **K-8 Girls:**

##### **HAIR:**

- Extreme or unnatural hair styles or colors are not allowed. Bangs may not obstruct view at any time.

##### **PIERCINGS and JEWELRY:**

- **K-4:** No make-up. Tasteful jewelry and nail polish (no black nail polish). No piercings except ears.
- **5-8:** Make-up may be worn in moderation. Tasteful jewelry and nail polish only (no black nail polish). This will be reviewed at the teacher's discretion. No piercings except ears.

### **Dress Code for Dress-Down Days**

Specifically, the following must be observed:

- No tee shirts/clothing with violent or obscene graphics
- No skirts shorter than the student's fingertips when arms are placed to their side.
- No shorts shorter than the student's fingertips when arms are placed to their side.

- Shorts are allowed only when uniform shorts are allowed
- No spaghetti strap or strapless dresses, shirts or tank tops unless a shirt or sweater is worn over them
- No torn or damaged clothes
- No legging pants/shorts

We ask for cooperation from parents in supporting a dress code that is appropriate for school. Inappropriate attire may result in requiring the student to select appropriate clothing from the on-site used uniform collection, non-participation in an event, parents being called, or other disciplinary action. The school reserves the right to judge the appropriateness of clothing, and the decision of the administration is final.

## **XI. MISCELLANEOUS**

### **Telephone Calls**

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

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

### **Custody Issues**

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

### **School Records**

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

### **Field Trips**

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

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

Families will be charged for field trips and transportation fees.

### **Community Service**

As part of their development as Christians, SMA students are required to perform community service. The following are minimum expectations for each grade level:

**Grades K-4: 4 hours/year**

**Grades 5-8: 10 hours/year**

### **Elevator**

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

### **Textbooks / Equipment**

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