

Saint Monica School



Student/Parent Handbook 2021-2022

Please make sure last page is signed by the parent and student and returned to the school office no later than Friday, 9/10/21

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

PLEASE READ CAREFULLY as there are many changes.

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ST. MONICA MISSION STATEMENT

Saint Monica School is a distinctively Catholic School, a faith community of the Catholic Church. Our mission is that of the Church; to spread the Gospel and prepare students for their state in life. In our striving for academic excellence, we keep in focus that this is a Catholic School where religious and moral formation are our priority. In fostering leadership in our students, we prepare them to take their place in the Church and society as leaders who will be prepared to serve all with respect, dignity, and justice. The mission of St. Monica School is reflected by its motto – ***SMALL BY DESIGN – SO OUR STUDENTS WILL SHINE!***

Philosophy of Saint Monica School

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

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

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

Goals and Objectives

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

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

- the Religion curriculum, which is taught daily
- daily prayer
- liturgies and worship services

- service projects
- modeling of Christian values

Students are enabled to achieve the best of their abilities by

- recognition of different learning styles
- provision of opportunities for creative expression
- utilization of support services offered
- differentiation of instruction to provide all students with access to our rigorous curriculum
- use of a curriculum which promotes critical thinking skills

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

- recognition of academic accomplishments
- monthly good character awards per class
- encouraging personal best
- recognition of **A**ttitude **C**onduct and **E**ffort of students
- providing opportunities for students to assume positions of responsibilities with the school
- recognition of each child's birthday
- activity programs/clubs

Support is extended to the families through

- on-going communication among the administration, faculty and families regarding issues affecting the child
- communication between teachers and families through school notices, signed papers, progress reports, report cards and personal interaction
- weekly memo with updated calendar and events
- access of *Student Handbook* on school website
- invitations to families to attend liturgies, prayer services, conferences, concerts, special occasion celebrations, etc.

ADMISSION POLICY

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

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

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

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

Please note: Parents desiring their child to receive First Holy Communion with the St. Monica School second grade class, should have their child baptized before they enter second grade. After the age of seven, the child will be required to attend the RCIC (Rite of

Christian Initiation for Children) Program before they can be Baptized and receive First Holy Communion.

Pre-K Registration

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

Kindergarten and Grade 1 Registration

- Preference is first given to students with siblings in the school, and then to parishioners, who register before *Catholic Schools Week* begins. Siblings and parishioners who register during or after *Catholic Schools Week* will not be guaranteed preference.
- Required application documents: Application Form, Birth Certificate, Baptism Certificate (if baptized), Current Physical with Immunizations and proof of a lead screening and most recent progress report/report card (Gr. 1).
- Students must pass a standardized readiness evaluation.
- Grade K students must be five years old and Grade 1 students must be six years old by September 1 (State Law).
- A **non-refundable** application fee of \$50 is required at the time of application.
- A **non-refundable** registration fee of \$100 is required at the time of acceptance.

Grades 2 through 8 Registrations

- Preference is first given to students with siblings in the school, and then to parishioners, who register before *Catholic Schools Week* begins. Siblings and parishioners who register during or after *Catholic Schools Week* will not be guaranteed preference.
- Required application documents: Application Form, copy of birth certificate, Baptism Certificate (if baptized), physical with immunizations, and last report card are required. A letter of recommendation from a current teacher and a discipline report from the Principal of the school child is currently attending are required as well.
- Previous school will be contacted.

- Applicants must meet established grading criteria for academic subjects and conduct and effort standards (as evidenced by current report card, letter of recommendation and discipline report).
- Interview with Principal, parent and prospective student is required to review the expectations of St. Monica School.
- A **non-refundable** application fee of \$50 is required at the time of application.
- A **non-refundable** registration fee of \$100 is required at the time of acceptance.

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

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

Re-registration for Grades Pre-K through Grade 8

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

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

TUITION

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

- The Finance Board in conjunction with the Pastor will decide on tuition fees.
- A copy of the current tuition rate is on file in the school office and online.
- Tuition is paid through FACTS (A late fee is assessed if the monthly tuition is not received by FACTS).
- Late fees will not be forgiven.
- All tuition and late fees must be paid in order for Kindergarten and eighth grade students to participate in graduation activities and the graduation ceremony.
- **All tuition and late fees must be paid in full in order for students to return to Saint Monica School the following fall.**
- **No child will be admitted into fall classes if the first two tuition payments and application fee have not been paid.**
- If a family falls behind in payments, they will receive two reminders; after the two reminders they may be asked to withdraw their children from the school.
- If there is a problem with tuition payments, the Business Office should be notified (978-686-3311).
- June report cards will not be mailed to students who have outstanding tuition balances, including late fees.

- Due to FACTS Tuition Management methods of billing anyone transferring their child out of St. Monica School must notify the Business Office IN WRITING by December 31st of the current school year or they will be charged the non-refundable registration fee of \$150.00 in February. All tuition must be paid in full before your child transfers.

Tuition Rates for School Year 2021/2022

Tuition is paid in eleven monthly installments from July 2021 to May 2021.

Tuition (non-refundable)

<u>Pre-K</u>	5 Full Days	\$6400
	3 Full Days	\$4400
<u>Kindergarten</u>	All Children	\$5250
<u>Grades 1 - 8</u>	First Child	\$4950
	Second Child	\$4700
	Third Child	\$4450
	Fourth Child	Free

*Any child after the fourth child will be discounted at \$1500 per child per year.

PLEASE NOTE: IF YOU HAVE A CHILD IN PRESCHOOL, TO RECEIVE ANY DISCOUNT YOUR CHILD MUST GO THE FULL FIVE DAYS. PRESCHOOL STUDENTS ARE NOT ELIGIBLE TO RECEIVE FINANCIAL AID.

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

FACTS Tuition Fees: \$43 for 3 or more payments, \$10 for 2 payments, or no fee if tuition is paid in full – will be charged 7-10 days after FACTS agreement is finalized.

August (Grades K-8)	\$100.00 Book Fee (per child)
August (Preschool)	\$50.00 Book Fee (per child)
October (Preschool – Gr. 8)	\$125.00 Fundraising Fee (per family)
January (Gr. 8)	\$200.00 Graduation Fee (per child)
February (Preschool – Gr. 7)	\$150.00 Registration Fee (per child for the 2022/2023 school year)

IMPORTANT INFORMATION:

All families with students in Pre- K and Kindergarten are required to pay the full tuition
There are never any discounts for Pre-K and Kindergarten. Pre-K and Kindergarten children are always considered the first child. Any additional siblings will start at the second child fee. In the event of more than one child in Pre-K or kindergarten, full tuition is required for each child and any child in Gr. 1- 8 after that will start at the third or fourth child fee depending on the number of children. Additional child discounts are only given to families with full-time (five days a week) preschool students. No discounts will be given to families with part-time (three day a week) preschool students unless there are two or more other children in Grades K-8.

Tuition Contract 2021/2022

Agreement to be governed by Handbook Policies:

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

Tuition Policies: Students may not begin a school year with delinquent tuition; families will be required to make arrangements for resolving any outstanding tuition PRIOR to the first day of School. All tuition must be paid by May in order for your registration for the 2021/2022 School year to be valid.

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

Terms of Enrollment/Terms of Withdrawal of Enrollment – Saint Monica School relies on its student enrollment as of July 1, 2021 for determining staffing requirements, for ordering textbooks and supplies and for planning purposes for the upcoming school year. The first tuition installment must be paid on or before your July 2021 due date to enroll the student for the upcoming school year. If you terminate the student's enrollment before June 30, 2021, you will have no further financial obligation to the school. If the school or parent terminates the student's enrollment on or after July 1, 2021, no refunds will be issued for any tuition that has already been paid. Any tuition due prior to the students departure will still be due. That includes the months of July 2021 and August 2021. If the student attends school and terminates during the school year (by either the Principal or the family), you will be financially responsible for paying tuition up to the last day of the month the student is terminated. Student terminations must be made in writing/email to the school office.

FACTS TUITION - All tuition payments must be made through FACTS. Current students and new siblings must be newly enrolled for the 2021/2022 school year and parents of new students must register for FACTS online. Students no longer attending St. Monica School will not be enrolled in FACTS for the 2021/2022 school year.

All payments must go through FACTS. Transfer of records or participation in graduation activities will be in jeopardy unless tuition (including late fees) is paid in full. You may contact FACTS with any changes to your account after your account has been activated.

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

Fundraising Fee – There is a \$125 fundraising fee for each family charged in October through FACTS for PTO fundraisers. It is also expected that all families will participate in additional fundraising such as the Walk for Education and various other fundraisers benefiting our school. Fundraising is a part of who we are as a Catholic School and helps to offset the cost of tuition. There are also many other small fundraisers that assist the school in purchasing educational materials for your children. It is expected that everyone will support these as well.

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

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

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

MORNING DROP OFF AND ENTRY

Preschool 3 and Preschool 4

Preschool students must be dropped off at our side entrance (rectory side) by a parent between 7:40 and 7:55AM. Any preschooler arriving after 7:55 must come in the main entrance and will wait in the office and be escorted to the classroom by a staff member.

Students in Kindergarten – Grade 8

All students should be in their classroom by 7:55. Doors will be open at 7:40 for students to enter. There will not be any congregating in the school yard prior to the start of school. Prayer will begin at 8:00AM over the intercom.

Students will enter the building via the main entrance by the office. There will be a staff member at the main entrance checking in students. Parents and visitors are not allowed into the building UNLESS they have an appointment with the administrator during the morning drop off.

All students must be in classrooms ready to learn by 8:00 AM. Students arriving after 7:55 AM will need to enter through the Main Entrance. Parents are no longer allowed to sign their child in if late. Parents must call the school to confirm their arrival.

School Hours

Grades 1-8 classes begin at 8:00 AM and dismissed at 2:00 PM. Preschool and Kindergarten classes begin at 8:00 AM and ends at 1:50 PM. Students must be in their classroom ready to learn at 8:00 AM which means getting to school, on time, by 7:55 AM. On HALF DAYS dismissal is at 11:00 AM, Preschool and Kindergarten at 10:50 AM.

There is a morning program for registered students beginning at 7:00 AM. The fee is now a flat fee of \$4.00 per day. There are no discounts for those children attending a full week. All payments must be made on or before the day your child attends. Please give payment to the teacher on duty. You do not have to register for morning care, it is a drop-off program.

Children are considered **LATE** after the bell rings at 7:55 AM. Frequent tardiness of any student will be referred to the principal. Excessive tardiness results in classroom disruption and interruption of instruction for all students. **Parents will be contacted for a meeting for a child's excessive unexcused tardiness.**

Parents are asked to contact the school office by phone if their child is late. They will no longer be required to come into the school building to sign-in their child.

Excused tardiness ONLY includes dentist or doctor appointments accompanied by a note from the doctor/dentist. If there is no note, the tardy will be unexcused. Any other tardy will be excused only at the discretion of the Principal.

Dismissal

Pre-K and Kindergarten students will be dismissed at the same door they entered through by the rectory at 1:50 PM.

Students in grades 1 – 8

- Dismissal by grade at 2:00 PM in front of the building
- Dismissal will be in order starting from 1st grade ending with 8th
- Parents are to remain in their vehicle until you see your child's teacher
- It is incredibly important to BE ON TIME to collect your child
- Any student not picked will wait inside the main door until their parent picks them up.
- Parents must come to the main door if they are late picking up their child and the child will be dismissed through the main door.

Parents are responsible for their children at dismissal. **CHILDREN ARE NOT TO RUN ACROSS THE YARD.**

- If you are picking up your child and you are delayed, notify the school office.
- If there is a change in plans for dismissal for your child, a written note is required to be passed into the teacher or a call needs to be placed to the school office. Children will not be allowed to go home with anyone else unless we receive permission from the parent.
- **NO child will be allowed to telephone for permission to go home with another student.**

The school is not responsible for children after they are dismissed. Please be prompt about picking up your children after school.

NOTE: As we continue to grow and prosper our teachers have more responsibility after the school day ends. Teachers are tutoring and organizing/supervising after-school activities. Due to this, teachers will not be able to supervise students in the parking lot at dismissal after 2:10 PM. If your child is still here at 2:10 PM, he/she will be sent to the Extended Day Program and you will be billed for the amount of time your child is there.

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

GYM CLASS

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

CALENDAR

The school calendar will be found on the following website,
<https://www.saintmonicaschoolmethuen.org/>

Click on the three horizontal bars at the upper left-hand side of the homepage. Once the menu appears click on *School Calendar*. The calendar lists important events and activities of the month as well as changes in the schedule, early dismissal days, Holidays, Holy Days of Obligation and other significant events. **It is the parent's responsibility to check the calendar periodically because it will be updated continually. Please take careful note of half days so your child will be picked up promptly at dismissal time, which is 11AM.** The lunch calendar should never be used as our school calendar. We reserve the right to make changes to the school calendar as needed.

School Cancellation Announcements

Any radio or television announcements regarding weather holidays for the METHUEN PUBLIC SCHOOLS also apply to all classes at Saint Monica School. If there is a delayed opening for the Methuen Public Schools, Saint Monica School will also have a delayed opening. No School announcements are made through our Blackboard Connect Emergency Notification System to phones and emails that are in that system. Parents are responsible for keeping that information up

to date. Please look for Methuen Public Schools announcements on WBZ-AM Radio, 1030, or television Channels 4, 5 and 7. Announcements are not called into the FM channels. **Please do not call the School, Parish Office, or Rectory regarding school cancellations/delays.** When we are notified in advance of a school cancellation, we will notify families.

ATTENDANCE

ATTENTION!!! Students should NOT come to school under any circumstances if displaying any one of the following symptoms.

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

Parents are requested to call at 978-686-1801 by 8:00 AM if their child is unable to attend school that day. You may also email us by 8:00 AM at smsoffice@nethuencatholic.org. This is for safety reasons. If we do not receive an email, then the child, on the day of return, must bring a written note with regard to his/her absence. If we do not receive a note, your child will have a detention the following day. **If a telephone call is not made to the school office or an email sent by 8AM, the absence will be considered unexcused.**

1. **Excused Absences** – May include the following: illness, death in the family, religious holiday, court appearance, eighth grader visiting a high school, doctor or dental appointments.
2. **Excused Absences for High School visits** – only two (2) absences will be excused for high school visits.
3. **Unexcused Absences** – Time taken from school, outside of school vacation, is academically harmful to a student and should be avoided whenever possible. Unexcused absences may include but are not limited to the following: family vacations when school is in session, extended vacations before and after school scheduled vacations, sports tournaments.

Parents will be notified by the school office when patterns of absence (frequent absences on Friday and Monday) are documented, since this type of repeated absence is detrimental to the child's progress.

School is ordinarily in session 180 days. If a student is absent twenty or more days, without instruction, he or she may be asked to go to summer school or repeat the grade. If a student is

absent three or more consecutive days, then a **doctor's note is REQUIRED** to be sent to the school nurse stating the reason for the absences.

Parents who are not home during the day must inform the school office of the place where they can be reached in case of an emergency. If the place of employment differs from that given on the emergency form, please notify the school. An **EMERGENCY TELEPHONE NUMBER IS MANDATORY**. Please inform the school at once should you change your emergency numbers or your home address.

Early Dismissal – In order for a student to be dismissed, a parent must contact the school by telephone or note. Please tell us the time for dismissal and who will pick up the child.

Students absent more than **ten days in a term** will fail all subjects for that term. However, there may be school defined extenuating circumstances that may permit or excuse absences. A vacation trip is not an extenuating circumstance.

When a student returns to school after an absence, they are required to make up all work missed according to the number of days absent. (Example – two days absent, then all missed work must be completed in two days) If a student is absent on the day of a quiz/test/project, the student will be required to make up the test/quiz/project on the day they return to school. Students in grades 6, 7, and 8 are responsible for collecting all missed assignments from their teachers. This responsibility belongs solely to the student, and not at all to the teacher.

Appointments

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

Vacations

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

If such vacations are taken, the responsibility for completing the work that was missed will rest solely with the student/parent. The student must make up all tests and all written assignments when they return to school according to the number of days absent (See Attendance Policy #7). Whenever possible, teachers will file this work in a folder for the student to complete upon his/her return. **Papers/projects/book reports assigned earlier in the term and due during the unauthorized vacation must be passed in before the student leaves.** In the upper

grades where note taking during class is often required, the vacationing student should ask a “buddy” to take notes for him/her during the absence. **No teacher may be asked to cover the work or instruction missed.**

Release from School

A child may not leave the school premises unaccompanied by a parent or relative. In case of illness, the parents will be notified and the parent and/or designated person **MUST COME** to school and take the child home. The child will be dismissed from the nurse’s office. The nurse will escort the student to the main entrance.

STUDENT PROGRESS

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

Progress Reports will be distributed electronically only if a student is in jeopardy of failing the trimester.

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

Report Cards

Report cards for Grades 1-8 are given out three times a year. **Report cards will be withheld if tuition is not up-to-date.** Parents are responsible for accessing FACTS SIS for Progress Reports and Report Cards. For the 2021/2022 school year, cards will be emailed by the end of the day on the following days:

Trimester 1	Dec. 2, 2021	Report cards will be emailed by the end of the day.
Trimester 2	Mar. 11, 2022	Report cards will be emailed by the end of the day.
Trimester 3	Last day	Report cards will be emailed within five days of last day of School. (if tuition and fees are paid in full)

Preschool Reports

December 3	Virtual Parent/Teacher Conference – by appointment
May	Virtual Parent/Teacher Conference –by appointment before or after school only

Kindergarten Reports

October 13	Progress Reports given to students
December 3	Parent/Teacher Conference – Parent picks up Report Card by appointment only
May	Parent/Teacher Conference –by appointment only before or after school

Exams

Midterm exams are given in January and Final Exams are given in June for all students in Grades 6 through 8. Children must be present for exams. Do not make appointments during exam weeks.

Exams will not be rescheduled unless a student is sick. Classroom time will not be taken for make-up work. Exams are worth ten percent of the overall grade and must be taken very seriously. Exams are scheduled the week of:

Term 2

Grades 6-8 January 12, 13 and 14, 2022

Term 3

Grade 8 Finals begin May 23, 2022

Grades 6-7 Finals begin June 6, 2022

*Dates subject to change

GRADING POLICY

St. Monica School uses FACTS SIS (Student Information System) for grades. To access FACTS:

In Chrome, Firefox, Safari, or Internet Explorer go to www.factsmtg.com and click Parent Login, then select FACTS Family Online (ParentsWeb). You may sign in with your already established account, or if you do not have an account:

- Type the school's District Code STMN-MA
- Click Create New ParentsWeb Account. (Or sign in with your already established account)
- Type your email address and click Create Account.

An email will be sent which includes a link to create your ParentsWeb login. The link is active for 6 hours.

This allows for the student grades to be available at all times. The teachers enter grades weekly and parents/students are responsible for checking these grades. Grades are available to parents and students in Grades 1-8. A login and password are needed.

Grades consist of daily work, quizzes, projects, tests and homework.

Grades 6 through 8 midterms and finals count as ten percent of the overall grade (see below).

1st Trimester - 30%

2nd Trimester - 30%

Midterm during second trimester - 5%

3rd Trimester - 30 %

Final - 5%

Grades

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

Students must have passing grades to participate in the Saint Monica Extracurricular Programs.

Grades

A +	97 – 100
A	94 – 96
A-	90 – 93
B+	87 – 89
B	84 - 86
B -	80 – 83
C+	77 – 79
C	74 – 76
C-	70 – 73
D+	67 – 69
D	64 – 66
D-	60 – 63
F	60 or below

E - Excellent

G - Good

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

A.C.E. Awards – Students in Grades 1-8

In an effort to align with St. Monica School's mission and commitment to serve all learners, we have developed conscientious student recognition that shifts the hyper-focus in elementary school on numeric grades and brings the focus to a more inclusive effort to recognize the diverse community of learners we serve. The A.C.E. (pronounced "Acee") Award is given to students who demonstrate a positive ATTITUDE, exemplary CONDUCT, and consistent EFFORT in their school work. This recognition is given by the teacher and approved by the Principal.

Honor Roll – Students in Grades 6-8

First Honors – All A's or 90% or grades must be 90% or above. Conduct, Effort and Specialist grades must be Satisfactory or better.

Second Honors – All A's and B's or Grades must be 80% or better. Conduct, Effort and Specialist grades must be Satisfactory or better.

Promotion

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

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

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

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

HOMEWORK

Homework is a necessary part of the learning process and is an essential part of the curriculum of Saint Monica School. **It is expected that students complete their homework on time and turn in following teacher protocol.**

It is the student’s and parent’s responsibility to reinforce classroom instruction by insuring student completion of homework. To the extent it is possible; please provide a quiet study environment for each child, free from the distractions of television, video games and music. Children should develop a regular schedule for doing homework. It is the responsibility of each child to make up any missed homework or tests. All homework is to be made up whether it is due to an absence or due to any other reason, no excuses. With that being said, please refer to our **homework policy** below. Homework is a tool to evaluate mastery of lesson taught and reinforces all knowledge.

Homework Policy (Grades K-8)

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

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

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

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

DETENTION

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

Detentions are held at the discretion of the teacher from 2-3PM. Students will be given a Detention Slip that needs to be signed and returned the next school day. If not returned, a phone call will be made to contact parents or guardians. If the Detention Slip is not returned by the second day a second detention will be issued. It is the parent's responsibility to arrange transportation and pick up the student in the office at 3PM.

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

Disciplinary Code

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

The Principal has the final say in all school matters

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

1. All forms of harassment during school or brought into school will be addressed on an individual basis and is taken seriously by the school.
2. Students are expected to treat every person (Adult and Child) with **RESPECT and COURTESY**.
 1. ***Answering Back*** is never allowed. Students are expected to never interrupt an adult when he/she is speaking to them.
 2. ***Vulgar or Disrespectful Language*** is unacceptable and will not be tolerated.
 3. ***Fighting*** (in school, in the school yard, coming to or going from school) is never allowed. Fighting violations include play fighting, karate chopping or karate kicking, pushing, shoving or hitting, etc. A "Hands Off Policy" is strictly enforced at all times.
 4. ***Cheating of any kind, including plagiarism on projects, is never allowed.*** Students are expected to do their own homework assignments and all their work honestly and independently. Students who are caught cheating in any way, including looking around during tests/quizzes or talking during tests/quizzes, will receive a zero.
 5. ***Smoking*** in or around the school is strictly **FORBIDDEN**. Possession of cigarettes in school or at school events is never allowed.
 6. ***The Possession and/or use of Drugs, Liquor or Weapons*** before, during or after school or at school functions is a very serious offense and is cause for expulsion.

7. **Toy Weapons** of any kind are never allowed in school, at school events or on the school property.
 8. **Cellular Phones** are **NEVER** allowed in school and will be confiscated if found. A parent meeting is required. All phone calls must be made through the school office.
 9. **SMART WATCHES** and **FITBITS** are not allowed in school at any time. If one is worn, it will be held in the principal's office until the end of the day. A second time this happens, the watch will need to be picked up by a parent from the principal.
 10. **Electronic Devices** are not allowed in or around the school, on field trips or at school functions. Grades K-8 Chromebooks may be used in school with teacher permission for educational purposes only. Children caught using Chromebooks for non-educational purposes will have the Chromebook confiscated and a parent meeting is required.
 11. **Texting** – inappropriate language or excessive texting in or out of school may be cause for suspension or expulsion from school. Please see paragraph on “Parental Responsibility” in our Technology Acceptable Use Policy.
 12. **School is NOT RESPONSIBLE for loss/theft/damage of any electronic devices brought in to the school for any reason.**
 13. **Walking around hallways** without permission is strictly forbidden. If a student is dismissed to go to the bathroom, the student is expected to return immediately to the classroom.
 14. **Lunchroom Behavior:** Children are expected to sit and talk quietly during lunch time. Yelling, touching other students and getting up from seats without permission is not allowed.
 15. **Vulgar/Sexual Language:** As young Christian men and women, respect is key in all that we say and do. Vulgar, obscene or sexually explicit comments will be cause for suspension/expulsion.
3. Students are expected to promote an educational atmosphere in their class and in the school.
 1. They are to raise their hands for permission to speak or to leave their seat.
 2. Calling out is not allowed.
 3. A *quiet atmosphere* is expected in the halls, on the stairs and in the bathrooms.
 4. Students **MAY NOT HAVE OR CHEW GUM** in school or on school property at any time during school hours, after school, field trips or school activities unless it is a matter designated by a medical professional.
 5. During the snow season, students are **FORBIDDEN** to pick up, kick or throw snow or throw others into the snow. Students are not allowed to climb on snow mounds created by the snow plow. Students are not allowed to be near or play near or on any ice that is in the parking lot.
 6. During the school day, students may not leave the school building or school yard without permission of the Principal. The rule includes, and will be enforced, mornings before school.
 7. The discipline code is in effect at all times.
 8. **No one is allowed to go back to classrooms after dismissal.** Students must come to the school office.
 9. Running is **not allowed** in the school building **AT ANY TIME**, before, during or after school, including all school events.

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

Students:

- Safety standards require ALL students to remain 6 feet apart while outside. This standard will be observed until further notice from the Department of Public Health.
- must avoid all games involving close and physical contact
- must not play around teachers', or Parish Office cars
- must leave the school and/or lunch room in an orderly way
- are not allowed to go back into the lunch room after lunch
- are not allowed to go back into the school before recess ends
- must avoid fake fighting, pushing, pulling and charging
- must refrain from littering by putting trash/scraps in waste containers when they return inside from recess
- must not chase balls that go into the street
- must respect bells; when the bell rings, stop talking/playing and walk silently to lines
- must observe the "hands off" policy of not pushing, pulling and hitting, etc.
- must be aware that glass containers (juice bottles, etc.) are not permitted in the school or on school field trips
- must not play games where students are aiming to hit other students
- must not play in the planted areas; **ONLY** on asphalt

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

First Formal Warning

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

- Students will receive some form of punishment.

Second Formal Warning

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

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

Reason for Expulsion:

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

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

ADDITIONAL POLICIES

Lockdown Policy

A lockdown policy is in place. Every year, teachers and students are trained by the Methuen Police Department and an official practice is held. In the event of emergency or lockdown, parents will be notified by our Student Information System as soon as it is possible. Parents **SHOULD NOT** come to the school campus in the event of the lockdown. They should meet at the Methuen Memorial Music Hall parking lot and wait for specific instructions to be given either through the local Law Enforcement and/or our Student Information System. **PARENTS ARE RESPONSIBLE FOR KEEPING THEIR EMERGENCY INFORMATION UP-TO-DATE IN THE SCHOOL STUDENT INFORMATION SYSTEM (FACTS) and BLACKBOARD CONNECT.**

Birthdays:

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

Miscellaneous:

- No flowers, balloons or anything else will be delivered to individual students during school hours.
- Only plain drinking water is allowed in the classrooms. No flavored waters and no adding coloring/flavoring to plain water is allowed.
- Juice and flavored beverages are allowed at snack/lunch time.
- Soda and Candy are **NEVER** allowed at school at any time.
- Snacks and food are **NOT** to be shared due to food allergies.
- At lunch time, food may be brought in for your child/children **ONLY**. No food is to be sent in for other students.
- Anything sent into school must be in an envelope and have the student's name, grade and contents written on the envelope. When money is sent to school, only the **CORRECT CHANGE** should be sent in as we are unable to make change in the school office.
- If a student is well enough to come to school, they are expected to take part in all school activities, including recess.

- All parent volunteers must have a current CORI on file as well as a copy of the VIRTUS TRAINING certificate and signed Code of Conduct in the school office. The final date for CORI applications for the 2021/2022 school year is Friday, September 25th. No CORI forms will be processed after this date. **NO EXCEPTIONS.**

FIELD TRIPS

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

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

LUNCH

Each student is expected to have a healthy lunch. Snack food is not an appropriate lunch. No soda or candy is allowed at school. Food is not to be shared with other students due to food allergies and new safety protocols. Children cannot learn if they do not eat properly. Parents wishing their child to have lunch from our lunch program, Just Like Home, must register online. The link is on our website and was sent in the Summer Update #2 in August.

CARE OF SCHOOL PROPERTY

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

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

SCHOOL HEALTH PROGRAM

Student Health and Safety Supplies

Parents must supply their child(ren) with the following supplies and replenish throughout the year as needed.

- ✓ 2 facemasks, one to wear to school and an extra one placed in a sealable plastic bag.

- ✓ One individual sized hand sanitizer (no pump).
- ✓ One small pocket-sized pack of tissues.

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

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

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

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

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

RULES FOR CONDUCT ON BUSES

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

1. Bus drivers are in complete charge of school buses. Students are expected to cooperate with them in every way for the safety of themselves and others. The bus driver must be obeyed at ALL times.
2. Students need to follow correct safety procedures when walking to and from a bus stop.
3. Students must enter and leave all buses to and from school in an orderly fashion. They are not to run, push or bother other students as they get on and off buses.
4. When entering buses the students are to go directly to a seat and remain there until the bus stops at their destination.
5. When the bus is in motion students are not to be yelling or leaving their seats for any reason. Students must maintain a "hands off policy" in regard to one another. Students

are not to unnecessarily bother the bus driver while he/she is driving. A bus driver should be notified if there is an emergency.

6. Students are not to deface the buses, throw objects out of the windows, yell or swear out the windows, use obscene gestures both in the bus or through the windows or put their hands/arms out the windows. Windows are not to be opened unless directed by the bus driver.
7. Books and property should be properly stored on laps/under seats.
8. If a student rides the bus carrying skates, they must have skate guards on the blades.
9. Emergency doors are not to be opened unless directed to do so by bus driver, school, other bus official or police officer.
10. When students leave the bus and are crossing the street, they must do so in front of the bus. This needs to be done immediately after leaving the bus.
11. If a student violates the code of behavior for riding a bus, he/she will receive a *bus report slip*. There will be a copy for the school, parent and bus company. As a result of the *bus report*, a student may receive a suspension from riding his/her bus. This suspension means that the student is not allowed to ride any bus until the suspension is completed. If a student continues to violate the bus code, they may be banned from riding the buses.
12. Respect must be given to bus driver, bus monitors and other bus students at all times.

SCHOOL DRESS CODE

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

ALL pants, shorts and skorts MUST have a SMS logo. Supplied by J. B. Pride, Woburn, MA.

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

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

Please note that anything that says "UNIFORM" must be purchased at J.B. Pride Apparel in Woburn, MA or through their online store.

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

PRESCHOOL UNIFORM IS MANDATORY (3 and 4 Year Olds) – must be purchased at J.B.

Pride

- Navy blue **uniform** sweatpants
- Navy blue **uniform** shorts (fleece or jersey) - Allowed until November 1st and after April 1st.
- Navy blue **uniform** sweatshirt
- Yellow **uniform** t-shirt with Logo

- Girls are also allowed to wear the navy blue **uniform** polo dress with Logo. (Socks, tights or leggings of any color may be worn with the polo dress.)
- Sneakers (of any color) must be worn at all times with all preschool uniforms.
- **No crocs, slides, or sandals are allowed.**

KINDERGARTEN UNIFORM (Please use same uniform for gym days)

- Navy Blue **Uniform** Sweatpants
- Navy Blue **Uniform** Sweatshirt with School Logo
- Navy Blue **Uniform** T-shirt with School Logo
- Navy Blue **Uniform** Shorts (fleece or jersey) – Allowed until November 1st and after April 1st.
- Navy blue **Uniform** polo dress with Logo for female students. (May be worn with white ankle socks, navy blue knee socks or navy blue tights).
- White Socks (crew or ankle socks, no peds). Must cover ankle. No stripes. Small logo okay.
- White or Black Athletic Sneakers with white or black shoe laces or Velcro.
- **No crocs, slides, or sandals are allowed.**

GRADE 1 UNIFORM

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

GIRLS DRESS UNIFORM Grades 1-5

- **Uniform** Jumper (length must come to top of knee, no shorter)
- **Uniform** White Shirt with a Peter Pan (rounded) collar, short or long sleeves
- Tie is not required
- Navy Blue Knee Socks or Tights
- Dress Leather Shoes (black or brown) with rubber soles, solid color (black or brown) SPERRY type or boat shoe is also acceptable
- Navy Blue **Uniform** Sweater, ¼ Zip **Uniform** Microfleece, or **UNIFORM** Microfleece Vest with St. Monica Logo
- See “Optional” Uniform for Grades 1-8
- **No crocs, slides, or sandals are allowed.**

GIRLS DRESS UNIFORM Grades 6-8

- **Uniform** Skirt (must come to top of knee, no shorter)
- **Uniform** White Oxford Blouse with a button down collar, short or long sleeves
- Either Navy Blue **Uniform** V-Neck Sweater, **Uniform** V-Neck Vest, **UNIFORM** Microfleece Vest or ¼ Zip **Uniform** Microfleece with St. Monica Logo must be worn with blouse.
- Solid Navy Blue **Uniform** Tie
- Navy Blue Knee Socks or Tights
- Dress Leather Shoes (black or brown) with Rubber Soles, solid color (black or brown) SPERRY type or boat shoe is also acceptable
- See “Optional Uniform” for Grades 1-8
- **No crocs, slides, or sandals are allowed.**

BOYS DRESS UNIFORM Grades 2-8

- Tan **Uniform** Pants with SMS logo.
- **Uniform** Light Blue Oxford Shirt with button down collar, short or long sleeves
- Navy Blue **Uniform** Tie
- Brown or black leather belt
- Dark Color Socks (Crew or Ankle Socks only). Socks must cover ankle.
- Dress Leather Shoes (black or brown) with rubber soles, solid color (black or brown) SPERRY type or boat shoe is also acceptable,
- Navy Blue **Uniform** V-Neck Sweater, **Uniform** V-Neck Vest, **UNIFORM** Microfleece Vest or ¼ Zip **Uniform** Microfleece with St. Monica Logo may be worn
- See “Optional Uniform” for Grades 1-8
- **No crocs, slides, or sandals are allowed.**

OPTIONAL CASUAL UNIFORM for BOYS AND GIRLS Grades 2-8

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

GYM UNIFORM Grades 1-8 (Only navy gym uniform t-shirts will be allowed.

Navy Blue **Uniform** Sweatpants with School Logo

- Navy Blue **Uniform** Sweatshirt with School Logo
- Navy Blue **Uniform** Warm-Up Pants
- Navy Blue **Uniform** Warm-Up Jacket (must be worn with **Uniform** shirt)
- Navy Blue **Uniform** T-Shirt with School Logo

- Navy Blue **Uniform** Shorts – Allowed until November 1st and after April 1st.
- White Socks (crew socks). Must cover ankle. No stripes. Small logo okay.
- White or Black Athletic Sneakers with white or black shoelaces.

MISCELLANEOUS

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

DRESS DOWN DAYS

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

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

Jeans, Chinos (Dockers style pants), Track Pants, Jogger Pants. Sweatpants or Cargo-style Pants. Pants must be neat, no rips, no skinny jeans, jeggings, spandex, leggings, yoga pants or similarly tight fitting pants.

Leggings

Girls up to Grade 5 may wear leggings, but they must be worn with a long shirt/dress that comes to the middle of the thigh.

Girls in grades 6-8 may not wear leggings.

Capri Pants (Girls)

Girls are allowed to wear Capri Pants up until November 1 and after April 1st. No rips, not tight fitting.

Long or Short-sleeved shirts, sweaters and sweatshirts

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

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

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

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

Uniform Shorts Gr. K Blue Gym Uniform Shorts, Gr. 1-8 Tan Uniform Shorts may be worn up to November 1 and after April vacation only. **Basketball shorts** that come to the knee are allowed on dress down days only before Nov. 1 and after April vacation. **NO OTHER SHORTS ARE ALLOWED.**

Dresses

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

Skirts Must be knee length.

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

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

First uniform violation the student will receive a written warning that must be signed by the parent. If violations continue, the parents and student will be asked to meet with the Principal.

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

WINTER DRESS

Students must be prepared for all temperatures and elements. The school makes it a priority to get fresh air every day, even if only for a short time. Please make sure students arrive to school with the appropriate garments for the cold weather including a hat, gloves, winter jacket, etc.

TECHNOLOGY – ACCEPTABLE USE POLICY

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

- No personal or identifying information about Saint Monica School, yourself or any other student at Saint Monica School is to be posted on the internet.
- You will promptly disclose to your teacher any information or messages which make you feel uncomfortable or which you think are inappropriate.
- You will never go beyond your authorized access to any system or file, nor will you disrupt the system or data.
- **You will use this system ONLY for educational activities.**
- **You will not plagiarize works you find on the internet.**
- You will not access materials that are profane or illegal.

- No student may inappropriately text or excessively text another student.
- Students must have their own set of headphones/earbuds.
- Each homeroom teacher has the discretion to develop her own rules regarding the use of iPads consistent with St. Monica School Internet Acceptable Use Policy.

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

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

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

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

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

TECHNOLOGY: PARENTAL RESPONSIBILITY

TEXTING/EMAILING:

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

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

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

BULLYING PREVENTION POLICY

Introduction:

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

Therefore:

At Saint Monica School, we expect that all members of our school community will treat each other with civility and respect. Our policy here at Saint Monica is to provide and maintain a learning environment that is free of bullying and any other verbal, physical, or electronic misconduct that disrupts the learning environment or makes it unsafe.

POLICY against BULLYING, CYBER-BULLYING, and RETALIATION

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

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

DEFINITIONS:

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

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

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

Hostile Environment is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

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

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

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

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

SAMPLES (some) of Bullying and Cyberbullying:

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

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

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

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

PREVENTION:

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

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

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

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

REPORTING:

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

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

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

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

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

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

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

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

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

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

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

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

RESOLUTION, NOTIFICATION and FOLLOW-UP

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

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

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

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

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

TENTATIVE SCHOOL CALENDAR FOR THE 2021-2022 SCHOOL YEAR is www.saintmonicaschoolmethuen.org. Please remember that we will make additions and deletions during the school year, so check it regularly.



St. Monica School, 212 Lawrence Street, Methuen, MA 01844

Phone: 978-686-1801 ~ Fax: 978-686-3582

August 20, 2021

To the Parents of St. Monica School Students:

St. Monica School has had an inspection for asbestos containing material (ACBM) in accordance with 40 CFR Part 763. ABCM is present in the School. An Inspection Report and Management Plan have been prepared for the building and are available for review in the School Office. The ABCM is being managed safely in accordance with Federal and State standards.

Please contact me at 978-683-1193 x26 if you have any questions.

Sincerely,

Kera Mansour

Kera Mansour

Business & Operations Manager

ST. MONICA SCHOOL BACK-TO-SCHOOL POLICY REGARDING ILLNESS

AS OF AUGUST 25, 2021 THERE IS A MASK MANDATE IN PLACE UNTIL FURTHER REVIEW PER ORDER OF THE ARCHDIOCESE OF BOSTON CATHOLIC SCHOOLS OFFICE.

It is the expectation that students will arrive at school well.

Below is the full list of symptoms for which caregivers should monitor their children and staff should monitor for themselves.

Unvaccinated individuals and any close contacts presenting with these symptoms should follow testing and quarantining guidelines under the PROTOCOLS FOR POSSIBLE COVID SCENARIOS.

Vaccinated individual who are not a close contact who are experiencing any of the symptoms listed below should follow the testing and quarantining guidelines under the PROTOCOLS FOR POSSIBLE COVID SCENARIOS.

Major Symptoms

1. A fever of 100.0, chills, or shaking chills
2. New loss of taste and smell
3. Difficulty breathing or shortness of breath
4. Muscle aches or body aches

Minor Symptoms

5. Nausea and vomiting in combination with any other symptoms
6. Sore throat when in combination with other symptoms
7. Headache when in combination with other symptoms
8. Cough (not due to another known cause such as chronic cough)
9. Fatigue in combination with other symptoms
10. Nasal congestion/runny nose (not due to any other causes such as allergies) when in combination with other symptoms

If students or staff have any of these symptoms, they must get tested for COVID-19 prior to returning to school.

Please note that some of the symptoms of COVID-19 are the same for flu or a cold. Please don't assume it is another condition. Call your doctor and get tested.

If a student has any of the above symptoms because of a chronic condition (runny nose or nasal congestion due to allergies, migraines, chronic cough, fatigue, difficulty breathing or GI issues) they will need signed documentation from their doctor on file in the nurse's office. This documentation

can be on a yearly physical. If there is no documentation of file, any student with these symptoms will be sent home and parents will be instructed to call the pediatrician

ST. MONICA SCHOOL – PROTOCOLS FOR POSSIBLE COVID-10 SCENARIOS

Our school nurse, in line with the DOH and DESE, has come up with protocols for possible Covid-19 scenarios. Please email Mrs. Sanborn with any questions: nurse@methuencatholic.org.

1. For an individual who tests positive for COVID-19:

The individual can return to school after 10 days after symptom onset or after a positive PCR or antigen test if the individual is asymptomatic.

- Must be fever free for 24 hours (without taking fever reducing medications).
- Experienced improvement in other symptoms
- Cleared by public health or community tracing collaborative.

Note: Return to school should be based on time and symptom resolution. No repeat testing is needed.

2. An individual is symptomatic at home (both vaccinated and unvaccinated individuals):

If an individual is symptomatic at home they should not come to school.

- A. Individuals with major symptoms (#1-4, or any combination that includes #1-4), should remain home until they have had a negative PCR test on the 5th day of symptoms. They cannot not return to school without a negative PCR test and no symptoms. If the individual is not tested, they must remain home in quarantine for 14 days from symptom onset.
- B. Individuals with minor symptoms (#5-10), should stay home until they have a negative PCR or a rapid antigen test and no symptoms. You do not need to wait 5 days for this test.
- C. If the individual is not tested at all (in or out of school), they must remain home in quarantine for 14 days from symptom onset.

3.) An individual is symptomatic at school:

St Monica School is participating in the free COVID 19 testing program. If an individual develops symptoms while at school the student (with parental consent) will be able to have a rapid antigen test done by the school nurse.

- A. Individuals with major symptoms (#1-4, or any combination that includes #1-4), with prior consent will be given a rapid antigen test but will be sent home regardless of results. They cannot return until they have had a negative PCR test on the 5th day of symptoms. They cannot return to school without a negative PCR test and no symptoms. If the individual is not tested, they must remain home in quarantine for 14 days from symptom onset.
- B. Individuals with minor symptoms (#5-10), with prior consent will receive a rapid antigen test from the school nurse.
 - With a negative result, the individual may stay in school at the discretion of the School Nurse.

- If the individual tests positive, they will be sent home. The individual will stay home in isolation until at least 10 days have passed and they have had no fever without the use of medicines for 24 hours and improvement of symptoms. The local Board of Health will contact you and assist with contact tracing.
- C. If the individual does not have parental consent for a rapid antigen COVID -19 test, the individual will remain masked and adhere to strict social distancing. The individual will remain in the medical waiting room until picked up. Individual should be picked up immediately.
- If the individual is not tested at all (in or out of school), they must remain home in quarantine for 14 days from symptom onset.

More information will be given if we have a positive case in the school.

4.) An individual is exposed to COVID-19 (Close contact):

The following close contacts are exempt from testing and quarantining protocols:

- Asymptomatic fully vaccinated close contacts
- Classroom close contacts (an individual is exposed to a COVID-19 positive individual in the classroom while both individuals were masked and spaced 3 feet apart)
- Bus close contact (all individuals on buses must be masked due to federal requirements)
- Anyone who has had COVID 19 in the past 90 days

If an individual or family member is tested due to a routine medical procedure, the school individual may still come to school.

All individuals who are out three days or more FOR ANY ILLNESS, not just COVID-19, will need a doctor's note in order to return to school.

If there is a close contact in school, St. Monica School is participating in the State “Test and Stay” program. Students being tested for the “Test and Stay” program will be tested every day for seven days from the date of exposure. These students can remain in school and do not have to quarantine as long as they:

- Are asymptomatic
- Wear a mask at all times other than eating and drinking
- Take a rapid BinaxNOW test each day at school for seven days
- Conduct active monitoring for symptoms of COVID-19 for 14 days

If an individual, at the time they are designated as a close contact, has or develops symptoms during the “Test and Stay” period, or during the 14 days of self-monitoring, they need to follow the symptomatic 2A protocol.

In order to be able to participate in the “Test and Stay” program, parents must fill out an online consent form on the link listed on the last page below. If the consent form is not filled out online, your child will not be able to be tested. It must be filled out when we send the link home and will be valid for this school year.

The nurse will always call you in the event your child needs to be tested, however, **she will only test if the consent form has already been signed.** You will not be able to fill out the form at the time your child is in need of a Covid test, so it is suggested that you fill it out as soon as it is available.

HANDWASHING GUIDELINES FROM MASS DESE

Hand hygiene: Handwashing and hand sanitizing: Handwashing removes pathogens from the surface of the hands. While handwashing with soap and water is the best option, alcohol-based hand sanitizer (at least 60 percent ethanol or at least 70 percent isopropanol) may be utilized when handwashing is not available.

As has always been the case, handwashing should be used whenever hands are visibly soiled and after using the bathroom. Our initial requirements and related guidance are as follows:

- Students and staff are required to exercise hand hygiene (handwashing or sanitizing) upon arrival to school, before eating, before putting on and taking off masks, and before dismissal.
- Handwashing: When handwashing, individuals should use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel.
- Hand sanitizing: If handwashing is not feasible, hand sanitizer with at least 60 percent ethanol or at least 70 percent isopropanol content can be used. Hand sanitizer should be applied to all surfaces of the hands and in sufficient quantity that it takes 20 seconds of rubbing hands together for the sanitizer to dry. Hand sanitizer should be placed at key locations (e.g., building entrances, cafeteria, and classrooms).

THINGS TO DO AT HOME TO PREPARE YOUR CHILDREN FOR RETURNING TO THE CLASSROOM

Complete on-line consent for “Test and Stay” or symptomatic testing for your child here:

<https://www.cic-health.com/consent/ma>. We will let parents know when the testing kits arrive and the program is up and running for our school.

Select “CONSENT NOW”, Select District: “St. Monica Elementary”, Select School: “St. Monica School”, Select “Sign for Minor”.

Practice handwashing at home – have them sing the ABCs or count for 20 seconds.

Practice putting on the mask and taking the mask off.

Make sure you have a thermometer at home.

Purchase extra masks.

Update physical and immunizations.

Change aerosol medications. Nebulizers will not be allowed to be administered in school this year. Inhalers without a spacer will not be allowed to be administered in school this year.

Purchase reusable water bottles. The water fountains will not be in service.

Stay informed! Educate yourself from reliable resources: the CDC, American Academy of Pediatrics, healthychildren.org, and the St. Monica School website.



Saint Monica School

212 Lawrence Street
Methuen, MA 01844
Tel. (978) 686-1801 * Fax (978) 686-3582
Email: smsoffice@methuencatholic.org

I agree that being a student at Saint Monica School is a privilege. I have read the 2021/2022 Student Handbook and I agree to abide by the rules and regulations of the school including the Acceptable Use Policy and the Bullying Prevention Policy.

Student Signature

_____ Grade _____

I have read the 2021-2022 Student Handbook and I agree to cooperate with the rules and regulations of Saint Monica School, I agree to the terms of the tuition contract and to promptly pay any and all financial obligations which occur during the school year. I also understand that the Principal has the final say on all school matters.

Parent/Guardian Signature:

_____ Date: _____